QUAYSIDE BODY CORPORATE 413545

FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2025

All amounts shown are GST Exclusive except for Accounts Receivable and Accounts Payable.

Quay Property Management Limited under the terms of its engagement as Administrator to the Body Corporate is responsible for the preparation of basic financial accounts. Provision of these accounts is on the basis that Quay Property Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or that the accounts be audited, this will be at the cost of the Body Corporate.

Quay Property

Level 5 Harrington House
Cnr Harington St and Willow St
P.O. Box 256
Tauranga 3140

07 578 9182
www.quayproperty.co.nz

Statement of Financial Position

As at 31/10/2025

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	1,192.99
Owners Equity--Admin	175,792.65
	176,985.64
LTMF Fund	
Operating Surplus/Deficit--LTMF	168,599.96
Owners Equity--LTMF	317,699.50
	486,299.46
Net owners' funds	**$663,285.10**
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Operational	216,535.16
Investments--Admin	65,759.67
Receivable--Levies--Admin	0.66
	282,295.49
LTMF Fund	
Cash at Bank--LTMF	539,278.40
	539,278.40
Unallocated Money	
	0.00
Total assets	821,573.89
Less liabilities	
Administrative Fund	
Accrued Expenses--Admin	6,710.95
Creditor--GST--Admin	(3,586.26)
Creditors--Other--Admin	1,602.12
Prepaid Levies--Admin	100,583.04
	105,309.85
LTMF Fund	
Creditor--GST--LTMF	2,015.19
Prepaid Levies--LTMF	50,963.75
	52,978.94
Unallocated Money	
	0.00
Total liabilities	158,288.79
Net assets	**$663,285.10**

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Statement of Financial Performance for the financial year to 31/10/2025

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

	Current period 01/11/2024-31/10/2025	Annual budget 01/11/2024-31/10/2025	Variance ($)
Revenue			
Income Tax Refund	205.18	0.00	205.18
Insurance Claims	3,713.96	0.00	3,713.96
Interest--Bank	16,571.13	4,000.00	12,571.13
Interest--GST	6.98	0.00	6.98
Levies Due--Admin	336,495.70	336,495.70	0.00
Total revenue	356,992.95	340,495.70	16,497.25
Less expenses			
Admin--Accounting	2,804.50	3,000.00	(195.50)
Admin--Agent Disburst--Telephone/Fax calls	490.22	500.00	(9.78)
Admin--Bank Charges	33.26	0.00	33.26
Admin--BC Administration Fees--Standard	24,526.85	22,000.00	2,526.85
Admin--Health & Safety	3,258.91	4,480.00	(1,221.09)
Admin--Legal & Debt Collection Fees	989.63	0.00	989.63
Admin--Review of LTMP	2,328.70	2,328.70	0.00
Admin--RWT on interest-Admin	4,639.80	0.00	4,639.80
Admin--Telephone Charges--Office	720.00	800.00	(80.00)
Insurance--Claims	3,366.14	0.00	3,366.14
Insurance--Excesses	347.82	1,000.00	(652.18)
Insurance--Office Bearers Premium	1,600.00	1,840.00	(240.00)
Insurance--Premiums	101,243.03	99,787.00	1,456.03
Insurance--Valuation	2,600.00	2,600.00	0.00
Maint Bldg--Asset Purchases	0.00	3,700.00	(3,700.00)
Maint Bldg--Car Park	2,346.81	2,000.00	346.81
Maint Bldg--Cleaning	31,907.46	31,400.00	507.46
Maint Bldg--Cleaning--Windows/Glass	0.00	9,000.00	(9,000.00)
Maint Bldg--Compliance	3,458.13	1,500.00	1,958.13
Maint Bldg--Doors & Windows	0.00	3,000.00	(3,000.00)
Maint Bldg--Electrical	3,151.11	2,500.00	651.11
Maint Bldg--Fire Protection	9,258.50	10,000.00	(741.50)
Maint Bldg--General Repairs	13,741.71	5,100.00	8,641.71
Maint Bldg--Gym Equipment	0.00	2,500.00	(2,500.00)
Maint Bldg--Lift--Maintenance Contract	13,604.90	12,000.00	1,604.90
Maint Bldg--Lift--Telephone	271.00	700.00	(429.00)
Maint Grounds--Pool Cleaning	4,434.98	5,000.00	(565.02)
Maint Grounds--Pool Repairs	695.65	260.00	435.65
Staff--Contract Building Manager	60,903.82	58,000.00	2,903.82

Administrative Fund

	Current period	Annual budget	Variance
	01/11/2024-31/10/2025	01/11/2024-31/10/2025	($)
Utility--Electricity	14,751.09	12,500.00	2,251.09
Utility--Rubbish Removal	18,824.40	20,000.00	(1,175.60)
Utility--Water Rates	29,501.54	23,000.00	6,501.54
Total expenses	355,799.96	340,495.70	15,304.26
Surplus/Deficit	1,192.99	0.00	1,192.99
Opening balance	175,792.65	175,792.65	0.00
Closing balance	$176,985.64	$175,792.65	$1,192.99

LTMF Fund

	Current period 01/11/2024-31/10/2025	Annual budget 01/11/2024-31/10/2025	Variance ($)
Revenue			
Levies Due--LTMF	168,599.96	168,600.00	(0.04)
Total revenue	168,599.96	168,600.00	(0.04)
Less expenses			
Total expenses	0.00	0.00	0.00
Surplus/Deficit	168,599.96	168,600.00	(0.04)
Opening balance	317,699.50	317,699.50	0.00
Closing balance	$486,299.46	$486,299.50	-$0.04

Quay Property

Level 5 Harrington House
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Proposed Budget
to apply from 01/11/2025

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

General

Administrative Fund

	Proposed budget	Actual 01/11/2024-31/10/2025	Previous budget
Revenue			
Income Tax Refund	0.00	205.18	0.00
Insurance Claims	0.00	3,713.96	0.00
Interest--Bank	4,000.00	16,571.13	4,000.00
Interest--GST	0.00	6.98	0.00
Levies Due--Admin	321,469.07	291,035.66	291,035.70
Total revenue	325,469.07	311,532.91	295,035.70
Less expenses			
Admin--Accounting	3,000.00	2,804.50	3,000.00
Admin--Agent Disburst--Telephone/Fax calls	500.00	490.22	500.00
Admin--Bank Charges	0.00	33.26	0.00
Admin--BC Administration Fees--Standard	24,073.94	24,526.85	22,000.00
Admin--Health & Safety	6,480.00	3,258.91	4,480.00
Admin--Legal & Debt Collection Fees	0.00	989.63	0.00
Admin--Review of LTMP	0.00	2,328.70	2,328.70
Admin--RWT on interest-Admin	0.00	4,639.80	0.00
Admin--Telephone Charges--Office	800.00	720.00	800.00
Insurance--Claims	0.00	3,366.14	0.00
Insurance--Excesses	1,000.00	347.82	1,000.00
Insurance--Office Bearers Premium	1,605.00	1,600.00	1,840.00
Insurance--Premiums	93,497.13	101,243.03	99,787.00
Insurance--Valuation	2,545.00	2,600.00	2,600.00
Maint Bldg--Asset Purchases	3,700.00	0.00	3,700.00
Maint Bldg--Car Park	2,000.00	2,346.81	2,000.00
Maint Bldg--Cleaning	6,400.00	6,381.49	6,400.00
Maint Bldg--Cleaning--Windows/Glass	9,000.00	0.00	9,000.00
Maint Bldg--Compliance	3,500.00	3,458.13	1,500.00
Maint Bldg--Deck	2,768.00	0.00	0.00
Maint Bldg--Doors & Windows	3,000.00	0.00	3,000.00
Maint Bldg--Electrical	4,000.00	3,151.11	2,500.00
Maint Bldg--Fire Protection	16,500.00	9,258.50	10,000.00
Maint Bldg--General Repairs	5,100.00	13,741.71	5,100.00
Maint Bldg--Plumbing & Drainage	9,000.00	0.00	0.00
Staff--Contract Building Manager	62,000.00	60,903.82	58,000.00
Utility--Electricity	15,000.00	14,751.09	12,500.00
Utility--Rubbish Removal	20,000.00	18,824.40	20,000.00
Utility--Water Rates	30,000.00	29,501.54	23,000.00

Total expenses	325,469.07	311,267.46	295,035.70
Surplus/Deficit	0.00	265.45	0.00
Opening balance	157,270.13	157,004.68	157,004.68
Closing balance	$157,270.13	$157,270.13	$157,004.68
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$3.70		$3.35
Budgeted standard levy revenue	321,469.07		291,035.70
Add GST	48,220.36		43,655.36
Amount to raise in levies including GST	$369,689.43		$334,691.06

Budget notes

Spending plans for year to 31/10/26 are in the budget as set out below.

	LTMF	Admin	Total
Deck drainage & repairs	732	2,768	3,500
Fire doors	8,000	6,500	14,500
Plumbing (backflow preventor)*		8,000	8,000
Total	8,732	17,268	26,000

*Admin budget is $9,000 for plumbing to allow for addtional general plumbing expenses.

Fire Doors - $8,000 is planned to come from the LTMP Contingency allowance. The $14.5k is comprised from $12k for the fire doors, $1.5k for the engineers report and $1k for the council permit.

General

LTMF Fund

	Proposed budget	Actual 01/11/2024-31/10/2025	Previous budget
Revenue			
Levies Due--LTMF	175,344.00	168,599.96	168,600.00
Total revenue	175,344.00	168,599.96	168,600.00
Surplus/Deficit	175,344.00	168,599.96	168,600.00
Opening balance	486,299.46	317,699.50	317,699.50
Closing balance	$661,643.46	$486,299.46	$486,299.50
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$2.02		$1.94
Budgeted standard levy revenue	175,344.00		168,600.00
Add GST	26,301.60		25,290.00
Amount to raise in levies including GST	$201,645.60		$193,890.00

$175,344 is the LTMP recommended contribution.

Residential Units

Administrative Fund

	Proposed budget	Actual 01/11/2024-31/10/2025	Previous budget
Revenue			
Levies Due--Admin	51,560.00	45,460.04	45,460.00
Total revenue	51,560.00	45,460.04	45,460.00
Less expenses			
Maint Bldg--Carpet	2,500.00	0.00	0.00
Maint Bldg--Cleaning	26,000.00	25,525.97	25,000.00
Maint Bldg--Gym Equipment	2,500.00	0.00	2,500.00
Maint Bldg--Lift--Maintenance Contract	14,000.00	13,604.90	12,000.00
Maint Bldg--Lift--Telephone	700.00	271.00	700.00
Maint Grounds--Pool Cleaning	5,600.00	4,434.98	5,000.00
Maint Grounds--Pool Repairs	260.00	695.65	260.00
Total expenses	51,560.00	44,532.50	45,460.00
Surplus/Deficit	0.00	927.54	0.00
Opening balance	5,288.75	4,361.21	4,361.21
Closing balance	$5,288.75	$5,288.75	$4,361.21
Total units of entitlement	100		100
Levy contribution per unit entitlement	$592.94		$522.79
Budgeted standard levy revenue	51,560.00		45,460.00
Add GST	7,734.00		6,819.00
Amount to raise in levies including GST	$59,294.00		$52,279.00

Quay Property

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Tauranga 3140

07 578 9182
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Proposed Levy Schedule to apply from 01/11/2025

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Quayside BC 413545

	General levies			Residential Units levies			Total: General + Residential

Annual levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin	LTMF	Annual Total	Unit	Unit Entitlement	Annual Total (100% Admin)	Grand Total - Fully levy
R1	11	1030.00	3,807.80	2,076.95	5,884.74			0	5,884.74
R2	10	485.00	1,792.99	977.98	2,770.98			0	2,770.98
R3	9	485.00	1,792.99	977.98	2,770.98			0	2,770.98
R4	8	1208.00	4,465.85	2,435.88	6,901.72			0	6,901.72
R5	7	555.00	2,051.78	1,119.13	3,170.92			0	3,170.92
R6	6	534.00	1,974.14	1,076.79	3,050.92			0	3,050.92
R7	5	831.00	3,072.12	1,675.67	4,747.80			0	4,747.80
R8	4	1467.00	5,423.34	2,958.14	8,381.48			0	8,381.48
R9	3	976.00	3,608.17	1,968.06	5,576.22			0	5,576.22
R10	2	1034.00	3,822.59	2,085.02	5,907.60			0	5,907.60
R11	1	2268.00	8,384.56	4,573.32	12,957.88			0	12,957.88
R12	12	995.00	3,678.41	2,006.37	5,684.78			0	5,684.78
101	201	2737.00	10,118.40	5,519.04	15,637.44	201	3.11	1,844.04	17,481.48
102	202	1661.00	6,140.54	3,349.33	9,489.88	202	1.89	1,120.66	10,610.54
103	203	1731.00	6,399.32	3,490.49	9,889.80	203	1.96	1,162.16	11,051.96
104	204	1731.00	6,399.32	3,490.49	9,889.80	204	1.96	1,162.16	11,051.96
105	205	1731.00	6,399.32	3,490.49	9,889.80	205	1.96	1,162.16	11,051.96
106	206	1731.00	6,399.32	3,490.49	9,889.80	206	1.96	1,162.16	11,051.96
107	207	1788.00	6,610.05	3,605.42	10,215.46	207	2.03	1,203.66	11,419.12
108	208	1715.00	6,340.17	3,458.22	9,798.40	208	1.95	1,156.24	10,954.64
109	209	1715.00	6,340.17	3,458.22	9,798.40	209	1.95	1,156.24	10,954.64
110	210	2144.00	7,926.14	4,323.28	12,249.42	210	2.43	1,440.84	13,690.26
111	211	1771.00	6,547.20	3,571.14	10,118.34	211	2.01	1,191.80	11,310.14
112	212	1809.00	6,687.68	3,647.77	10,335.44	212	2.05	1,215.52	11,550.96
113	213	1809.00	6,687.68	3,647.77	10,335.44	213	2.05	1,215.52	11,550.96
114	214	1809.00	6,687.68	3,647.77	10,335.44	214	2.05	1,215.52	11,550.96
115	215	1809.00	6,687.68	3,647.77	10,335.44	215	2.05	1,215.52	11,550.96
116	216	2244.00	8,295.83	4,524.93	12,820.76	216	2.55	1,512.00	14,332.76
201	301	2787.00	10,303.24	5,619.86	15,923.10	301	3.16	1,873.70	17,796.80
202	302	1709.00	6,317.99	3,446.12	9,764.12	302	1.94	1,150.30	10,914.42
203	303	1733.00	6,406.72	3,494.52	9,901.24	303	1.97	1,168.10	11,069.34
204	304	1733.00	6,406.72	3,494.52	9,901.24	304	1.97	1,168.10	11,069.34
205	305	1765.00	6,525.02	3,559.04	10,084.06	305	2.00	1,185.88	11,269.94
206	306	1765.00	6,525.02	3,559.04	10,084.06	306	2.00	1,185.88	11,269.94
207	307	1733.00	6,406.72	3,494.52	9,901.24	307	1.97	1,168.10	11,069.34
208	308	1733.00	6,406.72	3,494.52	9,901.24	308	1.97	1,168.10	11,069.34
209	309	1765.00	6,525.02	3,559.04	10,084.06	309	2.00	1,185.88	11,269.94
210	310	2204.00	8,147.96	4,444.27	12,592.22	310	2.50	1,482.36	14,074.58
211	311	1811.00	6,695.08	3,651.80	10,346.88	311	2.05	1,215.52	11,562.40
212	312	1851.00	6,842.95	3,732.46	10,575.42	312	2.10	1,245.18	11,820.60
213	313	1851.00	6,842.95	3,732.46	10,575.42	313	2.10	1,245.18	11,820.60
214	314	1851.00	6,842.95	3,732.46	10,575.42	314	2.10	1,245.18	11,820.60

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Proposed Levy Schedule to apply from 01/11/2025

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Quayside BC 413545

	General levies	Residential Units levies	Total: General + Residential

Annual levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin	LTMF	Annual Total	Unit	Unit Entitlement	Annual Total (100% Admin)	Grand Total - Fully levy
215	315	1851.00	6,842.95	3,732.46	10,575.42	315	2.10	1,245.18	11,820.60
216	316	2304.00	8,517.64	4,645.91	13,163.56	316	2.61	1,547.58	14,711.14
301	401	3657.00	13,519.54	7,374.18	20,893.72	401	4.15	2,460.70	23,354.42
302	402	2202.00	8,140.56	4,440.24	12,580.80	402	2.50	1,482.36	14,063.16
303	403	2252.00	8,325.41	4,541.06	12,866.46	403	2.56	1,517.92	14,384.38
304	404	2252.00	8,325.41	4,541.06	12,866.46	404	2.56	1,517.92	14,384.38
305	405	3078.00	11,379.04	6,206.65	17,585.70	405	3.49	2,069.36	19,655.06
306	406	2252.00	8,325.41	4,541.06	12,866.46	406	2.56	1,517.92	14,384.38
307	407	2652.00	9,804.16	5,347.64	15,151.80	407	3.01	1,784.74	16,936.54
308	408	2469.00	9,127.63	4,978.63	14,106.28	408	2.80	1,660.24	15,766.52
309	409	2494.00	9,220.05	5,029.04	14,249.10	409	2.83	1,678.02	15,927.12
310	410	1693.00	6,258.84	3,413.86	9,672.70	410	1.92	1,138.44	10,811.14
311	411	2750.00	10,166.46	5,545.25	15,711.72	411	3.12	1,849.98	17,561.70
		100,000.00	**$369,689.43**	**$201,645.60**	**$571,334.98**		**100.00**	**$59,294.02**	**630,629.00**

Proposed budget for year commencing 01/11/2025

	Budget	Plus GST	Total
Admin - General fund	321,469.07	48,220.36	369,689.43
LTMF - General fund	175,344.00	26,301.60	201,645.60
Admin - Residential Units	51,560.00	7,734.00	59,294.00
	548,373.07	**82,255.96**	**630,629.03**

NB: $0.03 rounding adjustment.

QUAYSIDE APARTMENTS BODY CORPROATE 413545

DRAFT ANNUAL ACCOUNTS

AS AT 31 OCTOBER 2024

All amounts shown are GST Exclusive except for Accounts Payable & Accounts Receivable

Quay Property Management Limited under the terms of its engagement as Administrator to the Body Corporate is responsible for the preparation of basic financial accounts. Provision of these accounts is on the basis that Quay Property Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or that the accounts be audited, this will be at the cost of the Body Corporate.

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QUAY PROPERTY

Statement of Financial Performance for the financial year to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

	Current period	Annual budget	Variance
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	($)
Revenue			
Insurance Claims	3,213.87	0.00	3,213.87
Interest on Investments--Admin	1,636.16	0.00	1,636.16
Interest--Bank	9,964.19	4,000.00	5,964.19
Levies Due (Special)--Admin	210,983.04	0.00	210,983.04
Levies Due--Admin	331,935.28	331,935.28	0.00
Transfer from Capital Works Fund	12,347.17	0.00	12,347.17
Total revenue	570,079.71	335,935.28	234,144.43
Less expenses			
Admin--Accounting	2,992.50	2,500.00	492.50
Admin--Agent Disburst--Telephone/Fax calls	371.50	900.00	(528.50)
Admin--Bank Charges	56.98	100.00	(43.02)
Admin--BC Administration Fees--Standard	23,663.24	20,000.00	3,663.24
Admin--Health & Safety	440.00	4,480.00	(4,040.00)
Admin--Income Tax/WHT-Admin	3,215.99	0.00	3,215.99
Admin--Legal & Debt Collection Fees	100.00	0.00	100.00
Admin--Review of LTMP	125.00	1,800.00	(1,675.00)
Admin--Telephone Charges--Office	720.00	720.00	0.00
Insurance--Claims	2,907.60	0.00	2,907.60
Insurance--Excesses	(128.52)	1,000.00	(1,128.52)
Insurance--OBL	1,840.00	1,600.00	240.00
Insurance--Premiums	99,546.87	99,787.00	(240.13)
Insurance--Valuation	1,200.00	1,400.00	(200.00)
Maint Bldg--Asset Purchases	0.00	3,700.00	(3,700.00)
Maint Bldg--Car Park	2,061.50	1,800.00	261.50
Maint Bldg--Cleaning	30,924.81	32,000.00	(1,075.19)
Maint Bldg--Cleaning--Windows/Glass	0.00	9,000.00	(9,000.00)
Maint Bldg--Compliance	5,602.61	1,500.00	4,102.61
Maint Bldg--Doors & Windows	0.00	3,000.00	(3,000.00)
Maint Bldg--Electrical	2,332.85	2,500.00	(167.15)
Maint Bldg--Fire Protection	10,127.29	9,000.00	1,127.29
Maint Bldg--General Repairs	2,654.84	5,100.00	(2,445.16)
Maint Bldg--Gym Equipment	0.00	2,500.00	(2,500.00)
Maint Bldg--Hardware/Consumables	156.05	0.00	156.05
Maint Bldg--Lift--Maintenance Contract	11,751.92	10,700.00	1,051.92
Maint Bldg--Lift--Telephone	638.51	720.00	(81.49)
Maint Bldg--Miscellaneous	325,873.13	0.00	325,873.13

Administrative Fund

	Current period	Annual budget	Variance
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	($)
Maint Grounds--Pool Cleaning	3,273.52	5,000.00	(1,726.48)
Maint Grounds--Pool Repairs	0.00	260.00	(260.00)
Staff--Contract Building Manager	57,974.22	56,168.28	1,805.94
Utility--Electricity	11,684.76	12,500.00	(815.24)
Utility--Rubbish Removal	17,766.00	23,700.00	(5,934.00)
Utility--Water Rates	22,828.07	22,500.00	328.07
Total expenses	642,701.24	335,935.28	306,765.96
Surplus/Deficit	(72,621.53)	0.00	(72,621.53)
Opening balance	248,414.18	248,414.18	0.00
Closing balance	**$175,792.65**	**$248,414.18**	**-$72,621.53**

LTMF Fund

	Current period	Annual budget	Variance
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	($)
Revenue			
Interest--Bank	6,978.88	0.00	6,978.88
Levies Due--LTMF	49,999.96	50,000.00	(0.04)
Total revenue	56,978.84	50,000.00	6,978.84
Less expenses			
Admin--Income Tax--LTMF	2,009.87	0.00	2,009.87
Admin--Transfer to Admin Fund	12,347.17	0.00	12,347.17
Total expenses	14,357.04	0.00	14,357.04
Surplus/Deficit	42,621.80	50,000.00	(7,378.20)
Opening balance	275,077.70	275,077.70	0.00
Closing balance	**$317,699.50**	**$325,077.70**	**-$7,378.20**

Quay Property
Level 5 Harrington House
Cnr Harrington St and Willow St
P.O. Box 256
Tauranga 3140
07 578 9182
www.quayproperty.co.nz

Statement of Financial Position
As at 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(72,621.53)
Owners Equity--Admin	248,414.18
	175,792.65
LTMF Fund	
Operating Surplus/Deficit--LTMF	42,621.80
Owners Equity--LTMF	275,077.70
	317,699.50
Net owners' funds	**$493,492.15**
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Operational	160,283.54
Investments--Admin	64,502.58
Prepaid Expenses--Admin	2,990.00
Receivable--Levies--Admin	250.12
	228,026.24
LTMF Fund	
Cash at Bank--LTMF	329,210.81
Receivable--Levies--LTMF	46.44
	329,257.25
Unallocated Money	
	0.00
Total assets	557,283.49
Less liabilities	
Administrative Fund	
Creditor--GST--Admin	(26,402.59)
Creditors--Other--Admin	6,058.22
Prepaid Levies--Admin	72,577.96
	52,233.59
LTMF Fund	
Creditor--GST--LTMF	697.45
Prepaid Levies--LTMF	10,860.30
	11,557.75
Unallocated Money	
	0.00
Total liabilities	63,791.34
Net assets	**$493,492.15**

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Accounting 150200								
28/02/2024	KPMG-Finalisation for YE 31/10/2022	KPMG	General	420	Paid	DE	4400317861	000012
14/05/2024	KPMG- Interim Fee to prep Financial Statements	KPMG	General	2,100.00	Paid	DE	4400323477	000012
17/10/2024	KPMG- Finalisation of the BC Financial Statements	KPMG	General	472.5	Paid	DE	4400342108	000060
				$2,992.50				
Admin--Agent Disburst--Telephone/Fax calls 153806								
15/01/2024	QPML-Admin costs from Jul-Dec 2023	Quay Property Management Ltd	General	84.80	Paid	DE	INV-1000	000008
10/06/2024	QMPL - Administration Costs Jan 24 - Mar 24	Quay Property Management Limited	General	148.57	Paid	DE	INV-1368	000021
10/06/2024	QMPL - Administration Cost April 24	Quay Property Management Limited	General	50.22	Paid	DE	INV-1386	000021
12/06/2024	QMPL - Admin Costs May 2024	Quay Property Management Limited	General	87.91	Paid	DE	INV-1480	000021
				$371.50				
Admin--Bank Charges 151400								
30/11/2023	Jnl Bank Charges		General	7.00		Jnl	913	
31/12/2023	Jnl Account maintenance		General	7.00		Jnl	917	
31/01/2024	Monthly bank fee		General	7.00		Jnl	1010	
29/02/2024	Monthly bank fee		General	7.00		Jnl	1171	
31/03/2024	Monthly bank fee		General	7.00		Jnl	1462	
30/04/2024	Monthly bank fee		General	7.00		Jnl	1655	
06/05/2024	Bank Initiated		General	(0.02)		Jnl	1659	
14/06/2024	Lot 206: Credit adjustment re bank fee charge		Residential	15.00		Jnl	2090	
				$56.98				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Admin--BC Administration Fees--Standard 154000

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
01/11/2023	Reverse EOY Adj: QPML Fees inv. in advance @ 31.10		General	1,820.24		Jnl	3560	
08/11/2023	Jnl QPML Body Corp Secretary		General	1,820.25		Jnl	909	
08/12/2023	Jnl QPML Body Corp Secretary		General	1,820.25		Jnl	915	
08/01/2024	Jnl QPML Body Corp Secretary		General	1,820.00		Jnl	921	
08/01/2024	Jnl adj QPMLBody Corp Secretary correct amount		General	0.25		Jnl	922	
08/02/2024	Monthly BC Admin fee		General	1,820.25		Jnl	1018	
08/03/2024	Monthly QPML BC admin fee		General	1,820.25		Jnl	1177	
08/04/2024	Monthly QPML BC Admin fee		General	1,820.25		Jnl	1466	
24/05/2024	Standard Management Fee May 2024	Quay Property Management Limited	General	1,820.25	Paid	DE		000014
04/06/2024	Standard Management Fee June 2024	Quay Property Management Limited	General	1,820.25	Paid	DE		000018
01/07/2024	Standard Management Fee July 2024	Quay Property Management Limited	General	1,820.25	Paid	DE		000025
02/08/2024	Standard Management Fee August 2024	Quay Property Management Limited	General	1,820.25	Paid	DE		000038
02/09/2024	Standard Management Fee September 2024	Quay Property Management Limited	General	1,820.25	Paid	DE		000047
01/10/2024	Standard Management Fee October 2024	Quay Property Management Limited	General	1,820.25	Paid	DE		000052
				$23,663.24				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Health & Safety 152300								
20/11/2023	Jnl Safety Seek Ltd		General	40.00		Jnl	910	
20/12/2023	Jnl Safety Seek Ltd		General	40.00		Jnl	916	
20/01/2024	Monthly online monitoring - Safety Seek		General	40.00		Jnl	937	
20/02/2024	Monthly online monitoring		General	40.00		Jnl	1126	
20/03/2024	Monthly online monitoring-Safety Seek		General	40.00		Jnl	1190	
15/04/2024	SSK - Monthly online monitoring Safety Seek	Safety Seek	General	46.00	Paid	DE	INV-24080	000005
15/04/2024	Jnl fix GST Safety Seek INV-24080		General	(46.00)		Jnl	1660	
15/04/2024	Jnl fix GST Safety Seek INV-24080		General	40.00		Jnl	1661	
20/04/2024	Monthly online monitoring- INV-24369 Safety Seek		General	40.00		Jnl	1654	
21/05/2024	SSK - Monthly online monitoring	Safety Seek	General	40.00	Paid	DE	Quayside INV24369	000013
10/06/2024	SSK- Monthly Hosting Licence Fee H&S system	Safety Seek	General	40.00	Paid	DE	INV-24609	000024
09/07/2024	SSK- Monthly Hosting licence for H&S system	Safety Seek	General	40.00	Paid	DE	INV-24957	000032
08/08/2024	SSK- Monthly Hosting licence fee for H&S system		General	40.00	On hold	Inv	INV-25106	
				$440.00				
Admin--Income Tax/WHT-Admin 152800								
29/02/2024	RWT Nov 23 - Feb 24 Admin		General	421.18		Jnl	1211	
30/04/2024	RWT income tax	Direct charge	General	78.42	Paid	Oth		1
31/05/2024	RWT Income Tax	Direct charge	General	101.36	Paid	Oth		2
27/06/2024	RWT June 2024	Direct charge	General	192.22	Paid	Oth		5
31/07/2024	RWT July 2024	Direct charge	General	364.45	Paid	Oth		6
30/08/2024	RWT on ASB bank interest	Direct charge	General	554.97	Paid	Oth		7
30/09/2024	ASB - Gross Interest $232.06 less WHT $64.97		Maint. Works	64.97		Jnl	3589	
30/09/2024	Tax @ 28.00%	Direct charge	General	430.36	Paid	Oth		8
31/10/2024	Tax @ 28.00%	Direct charge	General	437.85	Paid	Oth		9
31/10/2024	ASB - Gross Interest $232.22 less WHT $65.02		General	65.02		Jnl	4312	
31/10/2024	Reclass: WHT on Interest 31.03.24-30.08.24		General	505.19		Jnl	4315	
				$3,215.99				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Legal & Debt Collection Fees 153200								
23/07/2024	Lot R2: Debt recovery Stage 2		General	(100.00)		Ow.Inv		
23/07/2024	Lot R5: Debt recovery Stage 2		General	(100.00)		Ow.Inv		
23/07/2024	Lot R6: Debt recovery Stage 2		General	(100.00)		Ow.Inv		
23/07/2024	Lot 106: Debt recovery Stage 2		General	(100.00)		Ow.Inv		
23/07/2024	Lot 113: Debt recovery Stage 2		General	(100.00)		Ow.Inv		
24/07/2024	Lot106:Credadj,debt fee waived. pd02/07 to old a/c		General	100.00		Jnl	2497	
02/08/2024	Debt Recovery Fee Stage 2 July 2024	Quay Property Management Limited	General	500.00	Paid	DE		000038
14/08/2024	Lot R2: Credit adjustment debt fee waived		General	100.00		Jnl	2704	
14/08/2024	QMPL - Lot R2 Credit debt fee	Quay Property Management Limited	General	(100.00)	Paid	DE	creddbtfee	000038
14/08/2024	Lot 113: Credit adjustment debt fee waived		General	100.00		Jnl	2705	
14/08/2024	QMPL - Lot 113 Credit debt fee	Quay Property Management Limited	General	(100.00)	Paid	DE	creddbtfee	000038
				$100.00				
Admin--Review of LTMP 155100								
17/10/2024	CPSL-Arranging LTMP	Commercial Property Solutions Limited	General	125.00	Paid	DE	INV-10102	000057
				$125.00				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Telephone Charges--Office 157002								
20/11/2023	Jnl Pymt: Kohekohe Ent Inv202398 Mgrs Phone Costs		General	60.00		Jnl	880	
20/11/2023	Recode: Pymt Kohekohe Ent. Inv2023105 Managers ph		General	60.00		Jnl	3055	
04/01/2024	Phone & Wifi refund	Kohekohe Enterprise	General	60.00	Paid	DE	202402	000002
07/02/2024	KKE - Phone & Wifi refund Jan 24	Kohekohe Enterprise	General	60.00	Paid	DE	202407	000006
04/03/2024	KKE - Phone & Wifi refund Feb 2024	Kohekohe Enterprise	General	60.00	Paid	DE	202417	000010
12/04/2024	KKE - Phone & Wifi refund Mar 2024	Kohekohe Enterprise	General	60.00	Paid	DE	202429	000001
14/05/2024	KKE - Phone & Wifi refund April	Kohekohe Enterprise	General	60.00	Paid	DE	202431	000010
10/06/2024	KKE - Phone & Wifi Refund	Kohekohe Enterprise	General	60.00	Paid	DE	202437	000020
09/07/2024	KKE - Phone & Wifi Refund	Kohekohe Enterprise	General	52.17	Paid	DE	202449	000029
24/07/2024	adding gst on to the payment missed on Kohekohe 20		General	60.00		Jnl	2494	
24/07/2024	Reversal Jnl re INV202449 as entered incorrectly		General	60.00		Jnl	2508	
29/07/2024	KKE - Phone & Wifi Refund - GST	Kohekohe Enterprise	General	7.83	Paid	DE	202449	000037
12/08/2024	KKE - Phone & Wifi Refund	Kohekohe Enterprise	General	60.00	Paid	DE	2024	000037
19/09/2024	KKE - Phone & Wifi Refund August 2024	Kohekohe Enterprise	General	60.00	Paid	DE	202458	000051
17/10/2024	KKE - Phone & Wifi Refund Sep 2024	Kohekohe Enterprise	General	60.00	Paid	DE	202465	000055
				$720.00				
Insurance--Claims 159300								
10/11/2023	Reverse G Learmond Inv 014404 (in Op Bal Creditors		General	(127.00)		Jnl	863	
10/11/2023	Reverse Martins Plasterers Inv 6824 (in Op Bal Cre		General	(436.00)		Jnl	864	
10/11/2023	G Learmond Painter:Inv014404 PaintBthroomCeiling A		General	127.00		Jnl	853	
10/11/2023	Martins Plasterers Inv 6824 Repair ceiling hole In		General	436.00		Jnl	854	
08/12/2023	Reglaze ranch slider PU101 - C4797238	Glassman & Locksmith	General	1,939.38	Paid	DE	48960-1	000001
15/12/2023	Jnl Pymt Chris Watkins Ins Claim 4797210 1613.45 l		General	968.22		Jnl	852	
				$2,907.60				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Insurance--Excesses 159000								
20/11/2023	Lot 301: Ins Claim 4797212 - Excess - Apt 311 Repa		General	(434.78)		Ow.Inv		
22/01/2024	Lot 101: Insurance C4797238 excess fee re reglaze		General	(347.83)		Ow.Inv		
21/05/2024	Lot 108: Excess Fee - Broken glass mirror in the e		General	(565.22)		Ow.Inv		
05/07/2024	Cash Settlement amount received to be paid	Maureen Gibbs	General	138.04	Paid	DE	4798447	000026
09/07/2024	WGL- Supply & install new bathroom mirror	Whakatane Glass Ltd	General	1,081.27	Paid	DE	1364	000034
				-$128.52				
Insurance--OBL 159105								
20/11/2023	Jnl Pymt Gallagher IO4054937 OBL 13.11.23-13.11.24		General	1,840.00		Jnl	877	
				$1,840.00				
Insurance--Premiums 159100								
20/11/2023	Jnl Pymt; Gallagher IO4054935 Replcemt Renewal 13.		General	99,546.87		Jnl	876	
31/01/2024	Prepaid insurance expense @ 31.01.24 for interim a		General	(78,059.98)		Jnl	1107	
01/02/2024	Reversal: Prepaid insurance expense @ 31.01.24 for		General	78,059.98		Jnl	1108	
				$99,546.87				
Insurance--Valuation 159200								
01/11/2023	Reverse PFY Prepaid Exp: Allan Assoc Inv15181 Ins.		General	1,200.00		Jnl	3083	
17/10/2024	CBRE- Reinstatement Insurance	CBRE Ltd	General	2,600.00	Paid	DE	T06352751	000056
31/10/2024	Prepayment: CBRE Valuation Fee Invoice T06352751		General	(2,600.00)		Jnl	4316	
				$1,200.00				
Maint Bldg--Car Park 161800								
31/12/2023	BSS-Sweeping and Scrubbing C/park clean	Bay Sweep & Scrub Ltd	General	2,061.50	Paid	DE	INV-2783	000004
				$2,061.50				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Maint Bldg--Cleaning 163000								
01/11/2023	Kohekohe Enterprises: Reverse Prior FY Cleaning Ac		General	(128.76)		Jnl	3562	
20/11/2023	Corr. Post Pymt Kohekohe Ent Inv 202398 Cleaning O		General	2,438.06		Jnl	879	
20/12/2023	Jnl Pymt: Kohekohe Ent. Inv2023105 Nov23 Cleaning		General	2,601.41		Jnl	893	
04/01/2024	KKE - Cleaning for Dec 2023	Kohekohe Enterprise	General	2,601.41	Paid	DE	202402	000002
07/02/2024	KKE - Cleaning for Jan 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	202407	000006
04/03/2024	KKE - Cleaning for Feb 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	202417	000010
12/04/2024	KKE - Cleaning for Mar 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	202429	000001
14/05/2024	KKE - Cleaning for April 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	202431	000010
10/06/2024	KKE - Cleaning May 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	202437	000020
09/07/2024	KKE - Cleaning for June 2024	Kohekohe Enterprise	General	2,262.10	Paid	DE	202449	000029
24/07/2024	Reversal Jnl re INV202449 as entered incorrectly		General	(2,601.41)		Jnl	2506	
24/07/2024	Reversal Jnl re INV202449 as entered incorrectly		General	339.31		Jnl	2507	
24/07/2024	adding gst on to the payment missed on Kohekohe 20		General	(339.31)		Jnl	2495	
24/07/2024	adding gst on to the payment missed on Kohekohe 20		General	2,601.41		Jnl	2496	
29/07/2024	KKE- Cleaning for June 2024- GST	Kohekohe Enterprise	General	339.31	Paid	DE	202449	000037
12/08/2024	KKE - Cleaning for July 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	2024	000037
31/08/2024	Apportionment: 80% of YTD Cleaning to Residential		Residential	20,680.60		Jnl	3080	
31/08/2024	Apportionment: 80% of YTD Cleaning to Residential		General	(20,680.60)		Jnl	3081	
19/09/2024	KKE - Cleaning for August 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	202458	000051
17/10/2024	KKE - Cleaning for Sep 2024	Kohekohe Enterprise	General	2,601.41	Paid	DE	202465	000055
31/10/2024	Apportionment 80% of YTD Cleaning to Residential		Residential	4,059.24		Jnl	4318	
31/10/2024	Apportionment 80% YTD Cleaning to Residential		General	(4,059.24)		Jnl	4319	
				$30,924.81				
Maint Bldg--Compliance 164201								
03/11/2023	Jnl Kohekohe reimb re CO2 meters for BWOF		General	3,123.60		Jnl	908	
20/11/2023	Jnl Pymt: DB Plumbing Inv 19030 Backflow tests for		General	1,105.25		Jnl	875	
20/12/2023	Jnl Pymt: BBCM Inv28585 IQP Inspection & Building		General	740.00		Jnl	885	
20/12/2023	Jnl Pymt Foundation Elect. TEINV2066 Installed car		General	494.63		Jnl	886	
17/10/2024	Annual BWOF Renewal 2024	Whakatane District Council	General	139.13	Paid	DE	266103	000061
				$5,602.61				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Maint Bldg--Electrical 164800								
12/04/2024	FOU-Replaced failed bathroom extractor fan in L5	Foundation Electrical	General	424.25	Paid	DE	TEINV2147	000003
12/04/2024	CE-The ground loop sensor loose	Christie Electrics	General	115.00	Paid	DE	IN3688	000002
09/07/2024	CE- Automatic door IQP quarterly inspection may	Christie Electrics	General	480.00	Paid	DE	IN3868	000031
13/08/2024	FOU- Replaced led Exit Lights	Foundation Electrical	General	1,228.80	Paid	DE	TEINV2232	000040
17/10/2024	FOU- Roller door got stuck in the open position	Foundation Electrical	General	84.80	Paid	DE	TEINV2271	000059
				$2,332.85				
Maint Bldg--Fire Protection 165800								
12/12/2023	AFP - Replaced panel battery x 2	Argus Fire Protection	General	649.90	Paid	DE	AI0040311	000003
20/12/2023	Jnl Pymt: Argus InvAI0035445 Routine inspection No		General	1,272.06		Jnl	884	
01/01/2024	Primary Fire System Monitoring 01/01/24 - 31/03/24	Johnson Controls	General	193.29	Paid	DE	50869635	000005
04/01/2024	AFP - Replaced 4 detectors that have been wet	Argus Fire Protection	General	1,870.77	Paid	DE	AI0044268	000003
15/01/2024	AFP - Carpark Replacement Materials and Labour	Argus Fire Protection	General	1,209.80	Paid	DE	AI0044867	000007
15/01/2024	GST on AFP Inv AI0044867		General	(157.80)		Jnl	4129	
17/01/2024	AFP - Invoice for Monthly inspections three months	Argus Fire Protection	General	1,272.06	Paid	DE	AI0045734	000007
12/04/2024	JCL-Primary fire system monitoring01.04-30.06.24	Johnson Controls	General	231.56	Paid	DE	50877669	000004
14/05/2024	AFP - Monthly Inspections of Fire Alarm System	Argus Fire Protection	General	1,462.87	Paid	DE	AI0061483	000011
08/08/2024	AFP - routine monthly inspections for fire Alarm	Argus Fire Protection	General	1,272.06	Paid	DE	AI0075086	000039
08/08/2024	JCL- Primary Fire System Monitoring from 01/7-30/9	Johnson Controls	General	201.36	Paid	DE	50885749	000041
17/10/2024	JCL- Primary Fire System Monitoring 01/10-31/12		General	201.36	Paid	Inv	50893844	
17/10/2024	AFP - Room 409 heat on balcony activated		General	448.00	Paid	Inv	AI0090111	
				$10,127.29				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Maint Bldg--General Repairs 167200								
20/12/2023	Jnl Pymt:Kohekohe Ent.Inv 2023105 Pottting mix,tim		General	107.61		Jnl	891	
04/01/2024	Bunnings - Paint for chairs, gas detector	Kohekohe Enterprise	General	117.30	Paid	DE	202402	000002
12/04/2024	KKE -Paint for chairs, carpark and ceiling plannel	Kohekohe Enterprise	General	182.53	Paid	DE	202429	000001
12/04/2024	WES-Amplifier and power supply	Westronics	General	437.00	Paid	DE	00015190	000007
18/06/2024	KKE - bunnings Roof cleaning, Car Park Lights	Kohekohe Enterprise	General	263.43	Paid	DE	202437	000020
09/08/2024	SSB - Repair Alloy little roof in front building	SS Build & Services Limited	General	960.00	Paid	DE	INV-0263	000044
11/09/2024	KKE - Bunnings Reimbursement - Lights	Kohekohe Enterprise	General	21.39	Paid	DE	2024	000051
19/09/2024	KKE - Reimbursement for Lights	Kohekohe Enterprise	General	19.56	Paid	DE	202458	000051
17/10/2024	KKE - Reimbursement for Lights	Kohekohe Enterprise	General	91.02	Paid	DE	202465	000055
17/10/2024	DBP- Backflow tests fo BWOF	DB Plumbing Ltd	General	455.00	Paid	DE	INV-21661	000058
				$2,654.84				
Maint Bldg--Hardware/Consumables 168400								
20/11/2023	Jnl Pymt: Kohekohe Ent. Inv202398 Mitre10 Hose for		General	156.05		Jnl	882	
				$156.05				
Maint Bldg--Lift--Maintenance Contract 170201								
01/11/2023	Kone Elev. Inv 193944783 Nov/Dec23 Service fee		Residential	1,482.90		Jnl	3084	
04/01/2024	Kone Elevators Service Fee 01.01.24-31.03.		Residential	2,224.35		Jnl	3072	
16/02/2024	GST on Kone Inv 196012033 $2685.89		Residential	(350.34)		Jnl	4131	
16/02/2024	KON-01/04-30/06/2024 Lift service fee	Kone Elevators PTY LTD	Residential	2,685.89	Paid	DE	196012033	000011
10/06/2024	KON- Service fee for 01/07/24 - 30/09/24	Kone Elevators PTY LTD	Residential	2,335.56	Paid	DE	196040822	000023
08/08/2024	KON- Annual IQP Inspection for the lift on site	Kone Elevators PTY LTD	Residential	360.00	Paid	DE	198208536	000042
08/08/2024	NUT - HID Prox Point Plus	Nutech Security Ltd	Residential	678.00	Paid	DE	15854	000043
19/09/2024	KON- Service fee for 01/10/24-31/12/24	Kone Elevators PTY LTD	Residential	2,335.56	Paid	DE	196073699	000049
				$11,751.92				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Maint Bldg--Lift--Telephone 170205								
30/11/2023	Reclass: Spark Lift Phone 10.11.23-09.12.23		Residential	60.30		Jnl	3062	
03/01/2024	Reclass: Spark Lift Phone 10.12.23-09.01.24		Residential	60.30		Jnl	3063	
03/01/2024	Reclass: Spark Lift Phone 10.01.24-09.02.24		Residential	60.30		Jnl	3064	
01/03/2024	Reclass: Spark Lift Phone 10.02.24-09.03.24		Residential	60.30		Jnl	3065	
02/04/2024	Reclass: Spark Lift Phone 10.03.24-09.04.24		Residential	60.30		Jnl	3066	
31/05/2024	QSP-Spark Lift phone 10.04-09.05, 10.05-09.06.2024	Quay-Spark	Residential	136.61	Paid	DE	15052024	000017
05/07/2024	Spark 10.06.24-29.07.24 Lift Phone Ref.28662451015		Residential	60.30		Jnl	3086	
19/09/2024	SPRK- Lift Phone 10.08.24-09.09.24	Spark	Residential	140.10	Paid	DE	150824	000050
				$638.51				
Maint Bldg--Miscellaneous 171400								
12/03/2024	SSB - Exterior sealing maintenance-Sikasil 24 boxe	SS Build & Services Limited	Maint. Works	15,456.00	Paid	DE	INV-0238	000013
20/04/2024	SSB-Setup rope-access, remove old sealant, clean	SS Build & Services Limited	Maint. Works	85,543.08	Paid	DE	INV-0240	000006
22/04/2024	SSB - Remove and reinstate sealent, less 50% dep.	SS Build & Services Limited	Maint. Works	112,418.66	Paid	DE	INV-0250	000015
19/08/2024	SSB - remove and re instate sealant	SS Build & Services Limited	Maint. Works	112,455.39	Paid	DE	INV-0253	000044
				$325,873.13				
Maint Grounds--Pool Cleaning 179202								
20/11/2023	Reclass: Kohekohe Ent. Inv202398 Pool Cleaning		Residential	480.00		Jnl	3058	
20/12/2023	Reclass:Kohekohe Ent. Inv 2023105 Nov23 Pool Clean		Residential	480.00		Jnl	3059	
04/01/2024	Pool cleaning and operation	Kohekohe Enterprise	Residential	480.00	Paid	DE	202402	000002
23/01/2024	TWW - Pool chemicals 23/01	Think Water Whakatane	Residential	298.94	Paid	DE	14853	000009
23/01/2024	GST on Thinkwater Inv 14853 $298.94		Residential	(38.99)		Jnl	4322	
07/02/2024	KKE - Pool cleaning and operation Jan 24	Kohekohe Enterprise	Residential	544.00	Paid	DE	202407	000006
04/03/2024	KKE - Pool cleaning and operation Feb 24	Kohekohe Enterprise	Residential	544.00	Paid	DE	202417	000010
12/04/2024	KKE - Pool cleaning and operation Mar 24	Kohekohe Enterprise	Residential	320.00	Paid	DE	202429	000001
14/05/2024	KKE - Pool cleaning and operation	Kohekohe Enterprise	Residential	96.00	Paid	DE	202431	000010
10/06/2024	SSK- Pool Barrier Inspection	Whakatane District Council	Residential	69.57	Paid	DE	261825	000022
				$3,273.52				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Staff--Contract Building Manager 182600								
01/11/2023	Kohekohe Ent Mgmt Fee		General	4,333.83		Jnl	907	
01/11/2023	Kohekohe Enterprises Reverse Accrual from prior FY		General	(1,548.35)		Jnl	3561	
01/12/2023	Kohekohe Ent Mgmt Fee		General	4,333.83		Jnl	914	
01/01/2024	Kohekohe Ent Mgmt Fee		General	4,333.83		Jnl	918	
01/02/2024	Kohekohe Ent Mgmt Fee		General	4,333.83		Jnl	1011	
28/02/2024	KKE - Short fall 5 mths from 1/11/23-31/3/24	Kohekohe Enterprise	General	1,224.14	Paid	DE	202413	000010
01/03/2024	Kohekohe Ent Mgnt Fee		General	4,333.83		Jnl	1170	
01/04/2024	Kohekohe Ent Mgmt Fee		General	4,578.66		Jnl	1463	
09/05/2024	QKE-Kohekohe Ent Mgmt Fee	Quay-Quayside Kohekohe Enterprises	General	4,578.66	Paid	DE		000009
07/06/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe Enterprises	General	4,578.66	Paid	DE		000019
05/07/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe Enterprises	General	4,578.66	Paid	DE		000027
01/08/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe Enterprises	General	4,578.66	Paid	DE		000036
01/09/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe Enterprises	General	4,578.66	Paid	DE		000046
01/10/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe Enterprises	General	4,578.66	Paid	DE		000053
31/10/2024	QKE-Kokekoke Ent Mgmt Fee		General	4,578.66	Paid	Inv		
				$57,974.22				
Utility--Electricity 190200								
30/11/2023	Jnl 245985 Nova Energy		General	1,076.66		Jnl	911	
05/01/2024	Jnl NOVA ENERGY LTD Supply 245985		General	995.05		Jnl	920	
31/01/2024	Nove Energy 13/12/2023 - 12/01/2024		General	1,061.72		Jnl	1012	
01/03/2024	Nove Energy electricity 13/01/2024-12/02/2024		General	963.43		Jnl	1169	
03/04/2024	Nova Energy electricity 13.02.24 - 13.03.24		General	990.17		Jnl	1465	
09/05/2024	QNO-Electricity 14/03/2024-13/04/2024	Quay-Nova Energy	General	1,085.62	Paid	DE	18599172	000008
31/05/2024	QNO-Electricity 14.04.2024 - 13.05.2024	Quay-Nova Energy	General	1,042.19	Paid	DE	18704256	000016
18/07/2024	QNO-Electricity 14/05/2024 - 13/06/2024	Quay-Nova Energy	General	1,123.67	Paid	DE	18797468	000030
31/07/2024	QNO-Electricity 14.06.2024-13.07.2024	Quay-Nova Energy	General	1,107.91	Paid	DE	18893183	000035
17/09/2024	QNO-Electricity 14.07.2024 - 13.08.2024	Quay-Nova Energy	General	1,123.47	Paid	DE	18986033	000048
08/10/2024	QNO-Electricity 14.08.2024-13.09.2024	Quay-Nova Energy	General	1,114.87	Paid	DE	19080274	000054
				$11,684.76				

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Utility--Rubbish Removal 190800								
20/11/2023	Jnl Pymt:KohekoheEnt.Inv202397 Oct23 Solid waste &		General	1,470.00		Jnl	883	
20/12/2023	Jnl Pymt:Kohekohe Ent.Inv2023106 Nov23 Solid waste		General	1,470.00		Jnl	887	
03/01/2024	KKE - Dec 23 solid waste and recyclables	Kohekohe Enterprise	General	1,470.00	Paid	DE	202401	000002
07/02/2024	KKE - Jan 24 solid waster and recyclables	Kohekohe Enterprise	General	1,470.00	Paid	DE	202408	000006
04/03/2024	KKE - Feb 24 solid waste and recyclables	Kohekohe Enterprise	General	1,470.00	Paid	DE	202418	000010
12/04/2024	KKE - Mar 24 Solid waste and recyclables	Kohekohe Enterprise	General	1,470.00	Paid	DE	202428	000001
14/05/2024	KKE - Apr 24 Solid waste and recyclables	Kohekohe Enterprise	General	1,470.00	Paid	DE	202432	000010
10/06/2024	KKE - May 24 Solid Waste and Recycles	Kohekohe Enterprise	General	1,470.00	Paid	DE	202436	000020
09/07/2024	KKE - Monthly Removal of Solid Waste & Recyclables	Kohekohe Enterprise	General	1,470.00	Paid	DE	202450	000029
12/08/2024	KKE - Monthly Removal of Solid Waste Recyclables	Kohekohe Enterprise	General	1,512.00	Paid	DE	202453	000037
19/09/2024	KKE - Aug 24 Solid waste and Recyclables	Kohekohe Enterprise	General	1,512.00	Paid	DE	202459	000051
17/10/2024	KKE - Sep 24 Solid waste and recyclables	Kohekohe Enterprise	General	1,512.00	Paid	DE	202466	000055
				$17,766.00				
Utility--Water Rates 191200								
20/12/2023	JnlPymt:Whakatane DC Inv2024 31549 Water Rates 22/		General	10,262.23		Jnl	895	
09/07/2024	SSK- Water Rates 2023/24	Whakatane District Council	General	12,565.84	Paid	DE	2024 78521	000033
				$22,828.07				
			Total expenses	**$642,701.24**				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Detailed Expenses
for the financial year
from 01/11/2023 to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

LTMF Fund

Date	Details	Payee	Group	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Income Tax--LTMF 252800								
30/11/2023	Westpac - Gross Interest $559.64 less WHT $167.89		General	167.89		Jnl	3603	
31/12/2023	Westpac - Gross Interest $583.92 less WHT $175.18		General	175.18		Jnl	3605	
31/01/2024	Westpac - Gross Interest $628.94 less WHT $188.68		General	188.68		Jnl	3607	
29/02/2024	Westpac - Gross Interest $589.31 less WHT $176.79		General	176.79		Jnl	3609	
31/03/2024	Westpac - Gross Interest $427.33 less WHT $128.21		General	128.21		Jnl	3599	
30/04/2024	Westpac - Gross Interest $0.66 less WHT $0.20		General	0.20		Jnl	3601	
30/04/2024	ASB - Gross Interest $1027.79 less WHT $287.78		General	287.78		Jnl	3591	
31/05/2024	ASB - Gross Interest $1102.61 less WHT $308.73		General	308.73		Jnl	3593	
26/06/2024	ASB - Gross Interest $1083.36 less WHT $303.34		General	303.34		Jnl	3597	
27/06/2024	ASB - Gross Interest $975.27 less WHT $273.07		General	273.07		Jnl	3595	
				$2,009.87				
Admin--Transfer to Admin Fund 257400								
27/03/2024	Transfer money from Sinking fund to Admin		General	12,347.17		Jnl	1370	
				$12,347.17				
			Total expenses	**$14,357.04**				

Quay Property

Level 5 Harrington House
Cnr Harington St and Willow St
P.O. Box 256
Tauranga 3140

07 578 9182
www.quayproperty.co.nz

Levy Positions - In Arrears & Advance
for the financial year to 31/10/2024

Quayside BC 413545 — Quayside Apartments, 11 George Street, WHAKATANE 3120

Administrative Fund

			Standard levies				Special levies				Interest		
Lot	Unit	Paid to	Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
R1	11	30/04/2025	2,058.65	3,828.00	0.00	1,769.35	2,499.09	2,499.09	0.00	0.00	0.00	0.00	594.48
R2	10	30/04/2025	1,071.45	1,988.41	0.00	916.96	1,176.76	1,176.76	0.00	0.00	0.00	0.00	293.24
R3	9	30/04/2025	1,071.45	1,988.41	0.00	916.96	1,176.76	1,176.76	0.00	0.00	0.00	0.00	293.24
R9	3	30/04/2025	1,960.84	3,645.73	0.00	1,684.89	2,368.07	2,368.07	0.00	0.00	0.00	0.00	564.64
106	206	30/04/2025	3,851.81	7,222.20	0.00	3,370.39	4,199.93	4,199.93	0.00	0.00	0.00	0.00	1,050.23
108	208	30/04/2025	3,820.16	7,162.96	0.00	3,342.80	4,161.11	4,161.11	0.00	0.00	0.00	0.00	1,041.03
109	209	30/04/2025	3,820.16	7,162.96	0.00	3,342.80	4,161.11	4,161.11	0.00	0.00	0.00	0.00	1,041.03
110	210	30/04/2025	4,725.41	8,862.76	0.00	4,137.35	5,202.00	5,202.00	0.00	0.00	0.00	0.00	1,294.88
116	216	30/04/2025	4,938.60	9,263.25	0.00	4,324.65	5,444.63	5,444.63	0.00	0.00	0.00	0.00	1,354.33
202	302	30/04/2025	3,806.62	7,137.45	0.00	3,330.83	4,146.55	4,146.55	0.00	0.00	0.00	0.00	1,037.36
203	303	31/10/2024	3,858.10	3,607.98	250.12	0.00	4,204.79	4,204.79	0.00	0.00	0.00	0.00	1,051.68
208	308	30/04/2025	3,858.10	7,234.20	0.00	3,376.10	4,204.79	4,204.79	0.00	0.00	0.00	0.00	1,051.68
209	309	30/04/2025	3,924.08	7,357.95	0.00	3,433.87	4,282.43	4,282.43	0.00	0.00	0.00	0.00	1,070.41
211	311	30/04/2025	4,020.75	7,539.43	0.00	3,518.68	4,394.04	4,394.04	0.00	0.00	0.00	0.00	1,097.58
212	312	30/04/2025	4,106.56	7,700.68	0.00	3,594.12	4,491.09	4,491.09	0.00	0.00	0.00	0.00	1,121.42
215	315	30/04/2025	4,106.56	7,700.68	0.00	3,594.12	4,491.09	4,491.09	0.00	0.00	0.00	0.00	1,121.42
302	402	30/04/2025	4,849.17	9,095.25	0.00	4,246.08	5,342.72	5,342.72	0.00	0.00	0.00	0.00	1,329.38
303	403	30/04/2025	4,955.76	9,295.49	0.00	4,339.73	5,464.04	5,464.04	0.00	0.00	0.00	0.00	1,359.10
304	404	30/04/2025	4,955.76	9,295.49	0.00	4,339.73	5,464.04	5,464.04	0.00	0.00	0.00	0.00	1,359.10
305	405	30/04/2025	6,700.29	12,571.36	0.00	5,871.07	7,468.17	7,468.17	0.00	0.00	0.00	0.00	1,848.06

Administrative Fund

			Standard levies				Special levies				Interest		
Lot	**Unit**	**Paid to**	**Due**	**Paid**	**Arrears**	**Advance**	**Due**	**Paid**	**Arrears**	**Advance**	**Due**	**Paid**	**GST due**
306	406	30/04/2025	4,955.76	9,295.49	0.00	4,339.73	5,464.04	5,464.04	0.00	0.00	0.00	0.00	1,359.10
309	409	30/04/2025	5,466.20	10,253.95	0.00	4,787.75	6,051.20	6,051.20	0.00	0.00	0.00	0.00	1,502.27
			86,882.24	159,210.08	250.12	72,577.96	95,858.45	95,858.45	0.00	0.00	0.00	0.00	23,835.66
	Due Excl. GST		75,549.85				83,355.18						

LTMF Fund

			Standard levies				Special levies				Interest		
Lot	**Unit**	**Paid to**	**Due**	**Paid**	**Arrears**	**Advance**	**Due**	**Paid**	**Arrears**	**Advance**	**Due**	**Paid**	**GST due**
R1	11	30/04/2025	346.47	642.59	0.00	296.12	0.00	0.00	0.00	0.00	0.00	0.00	45.19
R2	10	30/04/2025	163.14	302.58	0.00	139.44	0.00	0.00	0.00	0.00	0.00	0.00	21.28
R3	9	30/04/2025	163.14	302.58	0.00	139.44	0.00	0.00	0.00	0.00	0.00	0.00	21.28
R9	3	30/04/2025	328.30	608.90	0.00	280.60	0.00	0.00	0.00	0.00	0.00	0.00	42.82
106	206	30/04/2025	582.27	1,079.93	0.00	497.66	0.00	0.00	0.00	0.00	0.00	0.00	75.95
108	208	30/04/2025	576.88	1,069.94	0.00	493.06	0.00	0.00	0.00	0.00	0.00	0.00	75.25
109	209	30/04/2025	576.88	1,069.94	0.00	493.06	0.00	0.00	0.00	0.00	0.00	0.00	75.25
110	210	30/04/2025	721.19	1,337.59	0.00	616.40	0.00	0.00	0.00	0.00	0.00	0.00	94.07
116	216	30/04/2025	754.83	1,399.98	0.00	645.15	0.00	0.00	0.00	0.00	0.00	0.00	98.46
202	302	30/04/2025	574.86	1,066.20	0.00	491.34	0.00	0.00	0.00	0.00	0.00	0.00	74.98
203	303	31/10/2024	582.94	536.50	46.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.04
208	308	30/04/2025	582.94	1,081.18	0.00	498.24	0.00	0.00	0.00	0.00	0.00	0.00	76.04
209	309	30/04/2025	593.70	1,101.14	0.00	507.44	0.00	0.00	0.00	0.00	0.00	0.00	77.44
211	311	30/04/2025	609.18	1,129.84	0.00	520.66	0.00	0.00	0.00	0.00	0.00	0.00	79.46
212	312	30/04/2025	622.63	1,154.79	0.00	532.16	0.00	0.00	0.00	0.00	0.00	0.00	81.21
215	315	30/04/2025	622.63	1,154.79	0.00	532.16	0.00	0.00	0.00	0.00	0.00	0.00	81.21
302	402	30/04/2025	740.70	1,373.78	0.00	633.08	0.00	0.00	0.00	0.00	0.00	0.00	96.61
303	403	30/04/2025	757.52	1,404.97	0.00	647.45	0.00	0.00	0.00	0.00	0.00	0.00	98.81
304	404	30/04/2025	757.52	1,404.97	0.00	647.45	0.00	0.00	0.00	0.00	0.00	0.00	98.81
305	405	30/04/2025	1,035.36	1,920.28	0.00	884.92	0.00	0.00	0.00	0.00	0.00	0.00	135.05
306	406	30/04/2025	757.52	1,404.97	0.00	647.45	0.00	0.00	0.00	0.00	0.00	0.00	98.81
309	409	30/04/2025	838.92	1,555.94	0.00	717.02	0.00	0.00	0.00	0.00	0.00	0.00	109.42
			13,289.52	24,103.38	46.44	10,860.30	0.00	0.00	0.00	0.00	0.00	0.00	1,733.44
	Due Excl. GST		11,556.08				0.00						

Quay Property

Level 5 Harrington House
Cnr Harington St and Willow St
P.O. Box 256
Tauranga 3140

07 578 9182
www.quayproperty.co.nz

Outstanding Creditors
As at 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Due date	Invoice	Description	Amount	GST
Argus Fire Protection				
20/11/2024	AI0090111	AFP - Room 409 heat on balcony activated	515.20	67.20
			515.20	67.20
Johnson Controls				
20/11/2024	50893844	JCL- Primary Fire System Monitoring 01/10-31/12	231.56	30.20
			231.56	30.20
Quay-Quayside Kohekohe Enterprises				
01/11/2024		QKE-Kokekoke Ent Mgmt Fee	5,265.46	686.80
			5,265.46	686.80
Safety Seek				
20/08/2024	INV-25106	SSK- Monthly Hosting licence fee for H&S system	46.00	6.00
			46.00	6.00
		Total outstanding invoices	**$6,058.22**	**$790.20**

Client Name:	Quayside - Operating	**Group Name:**	QUAY PROPERTY MANAGMENT LIMITED
Client Known As:	Quayside - Operating	**Group Account:**	12-3476-0033995-37
Client Account:	12-3476-0066674-37		
Client Reference:	Quayside - Operating		
Account type	Sundry		
Opening Date:	15 Apr 2024		

Date	Transaction	Withdrawal	Deposit	Balance
31 Oct 2024	**Opening Balance**			**$471,206.36**
31 Oct 2024	413545 Metekingi Tu Apt 215 315		$4,126.28	$475,332.64
31 Oct 2024	Watersmeet BC413545 R3		$1,056.40	$476,389.04
31 Oct 2024	Lot R9 unit 3 413545		$1,965.49	$478,354.53
31 Oct 2024	Watersmeet BC413545 R1		$2,065.47	$480,420.00
31 Oct 2024	Qside Levy Lot 212 Ref 1253		$4,126.28	$484,546.28
31 Oct 2024	V Hobbs Lot 202 1243		$3,822.17	$488,368.45
31 Oct 2024	Interest		$1,563.75	$489,932.20
31 Oct 2024	Tax @ 28.00%	$437.85		$489,494.35
31 Oct 2024	**Closing Balance**			**$489,494.35**

QPML Note

This $489,494.35 ASB Bank Account balance is shown on the Statement of Financial Position at 31/10/24 as follows:

$160,283.54	Cash at bank - Operational
$329,210.81	Cash at bank - LTMF
$489,494.35	Total, as per ASB above.

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

Client Name:	Quayside BC	**Group Name:**	QUAY PROPERTY MANAGMENT LIMITED
Client Known As:	Quayside BC	**Group Account:**	12-3476-0033995-37
Client Account:	12-3476-0066252-37		
Client Reference:	BC413545		
Account type	Sundry		
Opening Date:	02 Apr 2024		

Date	Transaction	Withdrawal	Deposit	Balance
31 Oct 2024	**Opening Balance**			**$64,335.38**
31 Oct 2024	Interest		$232.22	$64,567.60
31 Oct 2024	Tax @ 28.00%	$65.02		$64,502.58
31 Oct 2024	**Closing Balance**			**$64,502.58**

QPML Note: this $64,502.58 ASB Account balance is shown in the Statement of Financial Position @ 31.10.24 as 'Investments--Admin'.

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

Quay Property

Level 5 Harrington House
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P.O. Box 256
Tauranga 3140

07 578 9182
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Proposed Budget
to apply from 01/11/2024

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

General

Administrative Fund

		Proposed budget	Actual 01/11/2023-31/10/2024	Previous budget
Revenue				
142000	Insurance Claims	0.00	3,213.87	0.00
142600	Interest on Investments--Admin	0.00	232.22	0.00
142300	Interest--Bank	4,000.00	9,732.13	4,000.00
143000	Levies Due--Admin	291,035.70	287,155.28	287,155.28
149000	Transfer from Capital Works Fund	0.00	12,347.17	0.00
	Total revenue	295,035.70	312,680.67	291,155.28
Less expenses				
150200	Admin--Accounting	3,000.00	2,992.50	2,500.00
153806	Admin--Agent Disburst--Telephone/Fax calls	500.00	371.50	900.00
151400	Admin--Bank Charges	0.00	41.98	100.00
154000	Admin--BC Administration Fees--Standard	22,000.00	23,663.24	20,000.00
152300	Admin--Health & Safety	4,480.00	440.00	4,480.00
152800	Admin--Income Tax/WHT-Admin	0.00	3,151.02	0.00
153200	Admin--Legal & Debt Collection Fees	0.00	100.00	0.00
155100	Admin--Review of LTMP	2,328.70	125.00	1,800.00
157002	Admin--Telephone Charges--Office	800.00	720.00	720.00
159300	Insurance--Claims	0.00	2,907.60	0.00
159000	Insurance--Excesses	1,000.00	(128.52)	1,000.00
159105	Insurance--OBL	1,840.00	1,840.00	1,600.00
159100	Insurance--Premiums	99,787.00	99,546.87	99,787.00
159200	Insurance--Valuation	2,600.00	1,200.00	1,400.00
160700	Maint Bldg--Asset Purchases	3,700.00	0.00	3,700.00
161800	Maint Bldg--Car Park	2,000.00	2,061.50	1,800.00
163000	Maint Bldg--Cleaning	6,400.00	6,184.97	6,400.00
163005	Maint Bldg--Cleaning--Windows/Glass	9,000.00	0.00	9,000.00
164201	Maint Bldg--Compliance	1,500.00	5,602.61	1,500.00
164600	Maint Bldg--Doors & Windows	3,000.00	0.00	3,000.00
164800	Maint Bldg--Electrical	2,500.00	2,332.85	2,500.00
165800	Maint Bldg--Fire Protection	10,000.00	10,127.29	9,000.00
167200	Maint Bldg--General Repairs	5,100.00	2,654.84	5,100.00
168400	Maint Bldg--Hardware/Consumables	0.00	156.05	0.00
182600	Staff--Contract Building Manager	58,000.00	57,974.22	56,168.28
190200	Utility--Electricity	12,500.00	11,684.76	12,500.00
190800	Utility--Rubbish Removal	20,000.00	17,766.00	23,700.00
191200	Utility--Water Rates	23,000.00	22,828.07	22,500.00

Total expenses	295,035.70	276,344.35	291,155.28
Surplus/Deficit	0.00	36,336.32	0.00
Opening balance	157,004.68	120,668.36	120,668.36
Closing balance	$157,004.68	$157,004.68	$120,668.36
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$3.35		$3.30
Budgeted standard levy revenue	291,035.70		287,155.28
Add GST	43,655.36		43,073.29
Amount to raise in levies including GST	$334,691.06		$330,228.57

General

LTMF Fund

		Proposed budget	Actual 01/11/2023-31/10/2024	Previous budget
Revenue				
242300	Interest--Bank	0.00	6,978.88	0.00
243000	Levies Due--LTMF	168,600.00	49,999.96	50,000.00
	Total revenue	168,600.00	56,978.84	50,000.00
Less expenses				
252800	Admin--Income Tax--LTMF	0.00	2,009.87	0.00
257400	Admin--Transfer to Admin Fund	0.00	12,347.17	0.00
	Total expenses	0.00	14,357.04	0.00
Surplus/Deficit		168,600.00	42,621.80	50,000.00
	Opening balance	317,699.50	275,077.70	275,077.70
Closing balance		$486,299.50	$317,699.50	$325,077.70
Total units of entitlement		100000		100000
Levy contribution per unit entitlement		$1.94		$0.58
Budgeted standard levy revenue		168,600.00		50,000.00
Add GST		25,290.00		7,500.00
Amount to raise in levies including GST		$193,890.00		$57,500.00

Residential Units

Administrative Fund

		Proposed budget	Actual 01/11/2023-31/10/2024	Previous budget
Revenue				
143000	Levies Due--Admin	45,460.00	44,780.00	44,780.00
	Total revenue	45,460.00	44,780.00	44,780.00
Less expenses				
151400	Admin--Bank Charges	0.00	15.00	0.00
163000	Maint Bldg--Cleaning	25,000.00	24,739.84	25,600.00
168000	Maint Bldg--Gym Equipment	2,500.00	0.00	2,500.00
170201	Maint Bldg--Lift--Maintenance Contract	12,000.00	11,751.92	10,700.00
170205	Maint Bldg--Lift--Telephone	700.00	638.51	720.00
179202	Maint Grounds--Pool Cleaning	5,000.00	3,273.52	5,000.00
179205	Maint Grounds--Pool Repairs	260.00	0.00	260.00
	Total expenses	45,460.00	40,418.79	44,780.00
Surplus/Deficit		0.00	4,361.21	0.00
	Opening balance	4,361.21	0.00	0.00
Closing balance		$4,361.21	$4,361.21	$0.00
Total units of entitlement		100		100
Levy contribution per unit entitlement		$522.79		$514.97
Budgeted standard levy revenue		45,460.00		44,780.00
Add GST		6,819.00		6,717.00
Amount to raise in levies including GST		$52,279.00		$51,497.00

KPMG Enterprise

Quayside Body Corporate 413545

Special purpose financial statements
for the year ended 31 October 2023

KPMG Private Enterprise

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Compilation report

Report to Quayside Body Corporate 413545

Scope
On the basis of the information you provided we have compiled, in accordance with Service Engagement Standard Number Two: Compilation of Financial Information, the special purpose financial report of Quayside Body Corporate 413545 for the year ended 31 October 2023. This has been prepared in accordance with the accounting policies as approved by the Body Corporate as detailed in the statement of accounting policies to enable the Body Corporate to meet their responsibilities and for management accounting purposes.

Responsibilities
You are solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies approved by the Body Corporate are appropriate to meet your needs and for the purpose that the special purpose financial report is prepared.

The special purpose financial report is prepared solely for your benefit. We do not accept responsibility to any other person for the contents of the special purpose financial report.

Disclaimer of liability
We have compiled the special purpose financial report of Quayside Body Corporate 413545 for the year ended 31 October 2023 in accordance with the limited procedures agreed in our letter of engagement dated 21 November 2017.

Our procedures use accounting expertise to undertake the compilation of the special purpose financial report from information you provided. The compilation is limited primarily to the collecting, classifying and summarisation of financial information supplied by the client. Our procedures do not involve the verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed. We have not attempted to verify the accuracy or completeness of the information and therefore neither we nor any of our employees accept any responsibility for the accuracy of the information from which the special purpose financial report has been prepared.

This special purpose financial report has been prepared at the request of and for the purpose of our client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person.

KPMG
Dated: 03/10/2024

KPMG Private Enterprise

Company directory

as at 31 October 2023

IRD number	103-627-656
Accountants	KPMG
Bankers	Westpac Bank Tauranga Centre Branch 27 Spring Street Tauranga

Statement of financial performance

for the year ended 31 October 2023

	2022 Actual $	2023 Actual $	2023 Budget $	2024 Budget $
Revenue				
Levies	270,124	325,522	325,367	381,935
Transfer from retained earnings	25,973	-	-	-
Gross surplus	**296,097**	**325,522**	**325,367**	**381,935**
Expenses				
Accounting	1,830	2,522	2,100	2,500
Administration (incl bank fees)	562	857	1,000	1,000
Asset purchase	1,750	-	-	3,700
Body corporate administration	18,873	20,787	19,450	20,000
Building Act compliance	1,005	1,433	1,200	1,500
Common area cleaning - general	27,435	28,400	30,500	32,000
Common area cleaning - rubbish removal	20,770	16,385	23,700	23,700
Common area cleaning - carpark	1,596	1,784	1,710	1,800
Common area cleaning - windows and exterior	-	8,730	5,000	9,000
Common area power	10,720	12,618	12,100	12,500
Foyer entrance upgrade - Other	-	202	-	-
Fire alarm monitoring and servicing	6,732	9,074	8,000	9,000
Fire service false alarm charge	-	(295)	-	-
Health and safety plan	480	480	480	480
General expense	-	-	100	100
Gym equipment upgrade	-	-	2,500	2,500
Insurance - office bearers liability	1,555	1,555	1,555	1,600
Insurance - excess	3,398	(667)	1,000	1,000
Insurance - replacement	78,703	86,082	86,082	99,787
Insurance - valuation	1,200	1,400	1,400	1,400
Lift - emergency telephone	693	677	720	720
Lift - maintenance	9,626	10,744	10,500	10,700
Management (on site managers)	48,667	49,402	52,000	56,168
Manager phone costs	720	600	720	720
Pool - chemicals/servicing improvements	4,448	2,001	5,000	5,000
Pool - new filter & pump	-	260	-	260
Review of LTMP	-	-	1,800	1,800
Repairs and maintenance - common area	1,765	1,442	5,000	5,000
Repairs and maintenance - electrical (incl light replace)	2,037	2,071	2,500	2,500
Repairs and maintenance - CO2 monitoring of equipment	-	-	4,000	4,000
Repairs and maintenance - Auto door monitoring	-	-	3,000	3,000
Security Panel upgrade	-	274	-	-
Water rates	20,288	22,612	21,500	22,500
Total expenses	264,853	281,430	304,617	335,935
Provision for LTMF	20,750	20,750	20,750	50,000
Net business surplus	**10,494**	**23,342**	**-**	**(4,000)**

These statements are to be read in conjunction with the notes to the financial statements and subject to the compilation report on page 2 of this report

Statement of financial performance

for the year ended 31 October 2023

Other income				
Bank Interest received	884	5,524	-	4,000
Net surplus	**11,378**	**28,866**	**-**	**-**

Statement of movements in equity

for the year ended 31 October 2023

	Note	2022 $	2023 $
Net surplus		11,378	28,866
Change in income statement transfer		(25,973)	-
Change in long term maintenance fund reserve		20,750	16,193
Movements in equity for the year		6,155	45,059
Equity at beginning of year		341,717	347,872
Equity at end of year		**347,872**	**392,931**

Balance sheet

as at 31 October 2023

	Note	2022 $	2023 $
Equity	1	**347,872**	**397,488**
Current assets			
Westpac Bank cheque account		158,569	239,864
Westpac Bank online saver account - 025		54,309	156,486
Westpac Bank online saver account - 001		248,303	252,184
Accounts receivable		-	5,049
Prepayments		3,518	2,683
SS Build Costs		-	59,254
Total assets		**464,699**	**715,520**
Current liabilities			
Accounts payable		12,710	36,438
Levies received in advance		91,277	88,606
Sundry accruals		5,175	-
Extraordinary Levy		-	187,000
GST payable		7,665	5,988
Total liabilities		**116,827**	**318,032**
Net assets		**347,872**	**397,488**

These statements are to be read in conjunction with the notes to the financial statements and subject to the compilation report on page 2 of this report

Statement of accounting policies

for the year ended 31 October 2023

Basis of preparation

The accounts have been prepared on the basis of historical cost.

The financial statements have been prepared in accordance with the accounting policies stated below as agreed by management.

Accounts receivable

Accounts receivable are stated at estimated realisable value after providing against debts where collection is doubtful. Bad debts are written off during the period in which they are identified.

Goods and services tax

All amounts are shown exclusive of Goods & Services Tax (GST), except for Accounts receivable and Accounts payable which are shown inclusive of GST.

Long term maintenance fund reserve

The long term maintenance fund is a fund raised to allow for future high cost maintenance items such as repainting of the building. This reserve fund spreads such costs over a longer period and ensures a more equitable contribution by apartment owners.

Changes in accounting policies

The accounting policies adopted are consistent with those of the previous year.

Notes to the financial statements

1 Equity

	2022 $	2023 $
Long term maintenance fund reserve	248,160	273,467
Retained earnings	99,711	124,021
Equity	**347,872**	**397,488**
Movements in retained earnings		
Balance at beginning of year	114,307	99,711
Income statement transfer	(25,973)	-
Current year LTMF net interest adjustment	-	(3,882)
Prior year LTMF interest adjustment	-	(675)
Net surplus	11,378	28,866
Balance at end of year	**99,711**	**124,021**
Movements in long term maintenance fund reserve		
Opening balance	227,410	248,160
Current year net interest	-	3,882
Prior year net interest	-	675
Transfer from profit and loss	20,750	20,750
Closing balance	**248,160**	**273,467**

2 Contingent liabilities

There are no contingent liabilities at balance date.

3 Capital commitments

The body corporate has no significant capital commitments at balance date.

Gallagher

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Body Corporate 413545
Quayside
13/11/2025
Insurance Renewal Report

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Coverage Summary **5**
Premium Summary **6**
Body Corporate Endorsement **7**

Introduction

Gallagher Insurance is pleased to provide its Insurance Renewal Report for Body Corporate 413545 for the period 13/11/25 to 13/11/26.

We have prepared this report to outline the options and our recommendations for the 2025-2026 insurance period. It includes:

- Information about the current insurance market for your programme
- Updates on the terms we have negotiated on your behalf
- Our recommendations for renewal of and any changes to your insurance programme
- Important information about insurance and issues you need to consider when evaluating our recommendations for renewal of your insurance programme

We are recommending the quotes detailed in this report as we believe that they meet all of your requirements as we understand them to be. Please review the report to ensure that it accurately reflects the coverage, limits and conditions that you require. If it is not in accordance with your requirements please advise us immediately.

We draw your attention to the policy exclusions, warrantees and subjectivities as detailed in the attached quotation.

Important Points Relating To This Report:

- You must advise all changes or information likely to affect the insurers' acceptance of the risks insured, or result in an increased premium in recognition of them
  Examples of such disclosures could include:
  - change of occupation, structural alterations to building, unoccupancy of insured premises, change of tenants, installation of a commercial fat fryer, and the like

Yours Sincerely,

Annie Wood

Senior Broker

DDI: 03 543 8694

Mobile: 027 226 9770

Email: annie.wood@ajg.co.nz

Risk and Insurance

Commercial property owners have a broad range of insurable risks, the most obvious being property damage. While this risk and the associated cost of insurance is rightly a key focus, there are also numerous additional risks which must be considered when developing and placing insurance which has the appropriate integrity to protect the business while minimising premium cost.

The dual need for cost reduction and insurance integrity is never more important than in the current post Covid-19 financial environment and within an insurance market that is extremely difficult for properties in high hazard earthquake regions or which have construction types that are perceived as having a high fire risk.

Reducing insurance cost through adopting an uninformed approach to reducing the amount of insurance purchased could well lead to the business being more financially exposed should a major claim occur.

Achieving the dual imperatives of cost reduction and maintaining insurance integrity, commences with understanding the insurable risks confronted by commercial property owners. The following briefly summarises the major risks and their implications on insurance.

The Risks	The issues
High risk earthquake zones and insurance	Availability and affordability of insurance can both be compromised
Building Standards incl % NBS	Reliability of engineering reports and insurer focus on the New Building Standard can result in insurance difficulties
Bank Covenants requiring "full insurance'	A particular issue in high risk earthquake zones where, as noted above, availability and cost are both major concerns
High insurer imposed earthquake deductibles	These can be excessive, putting the viability of repair/rebuild at risk if a major loss occurs as the property owner must pay the deductible to commence the repair
High hazard construction	Insurance affordability can be a concern particularly for Expanded Polystyrene (EPS) and some exterior cladding types
High Risk tenancies in shared buildings	Insurance cost for all tenants increase, causing tenancy disputes
Construction involving existing and new builds	Inter-link between “operational” insurance and construction is critical to avoid claim disputes. Insurance for new builds must protect the property owner and other parties at the lowest cost
Increased attention on Health and Safety	A significantly growing risk of liability if tenants are injured in the building
Statutory awareness and compliance	Breaches of statute, no matter the business size and structure, can result in significant cost and reputational damage
Advice provided as a property manager	If the advice results in financial loss to a third party, it can result in liability for the loss plus substantial legal costs
Cyber attack	An inescapable risk for all businesses from phishing or similar attack with a growing trend towards attacks on services

Coverage Summary

We have set out a brief summary of the cover provided by the policies, Full policy wordings are available on request.

Material Damage

- Buildings automatically insured on reinstatement conditions as per the Registered Valuer's valuation plus a margins clause of 10%. This eliminates any discrepancies in the valuation or inflation during the period of insurance.
- Replacement by natural disaster, earthquake, volcanic eruption and tsunami is included
- Hidden Gradual Damage this policy covers Loss or Damage during the Period of Insurance to Insured Property due to gradual damage, mildew, mould or rot caused by water that leaks, overflows or is discharged from any internal piping or water system installed at the premises. The Insurer's liability for such damage will not exceed the special limit shown in the Policy Schedule Policy exclusion 9(a) does not apply to this clause.
- Landslip and Subsidence sub-limited to $250,000 per event
- Landlord's Contents extension If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit. Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred. The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Public Liability

- To Cover general liability for damaged or injury happening in connection with the Body Corporate activities. Cover includes associated defence costs.

Statutory Liability

- To cover fines or penalties imposed for unintentional breaches of certain statutes. Cover includes as associated defence costs.

Office Bearers Liability

- To protect against claims brought against committee members. Cover includes associated defence costs.

Premium Summary

Policies	Vero/NZI Expiry	Vero/NZI Renewal
Material Damage Sum Insured -Replacement Value	$ 56,260,000	$ 65,334,000
Public Liability -Limit of Indemnity	$ 5,000,000	$ 5,000,000
Statutory Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000
Office Bearers Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000

Excesses	Vero/NZI Expiry	Vero/NZI Renewal
Residential Units – Owner Occupied	$ 400.00	$ 400.00
Residential Units – Tenanted	$ 650.00	$ 650.00
Residential Units - Unoccupied Units	$ 1,000.00	$ 1,000.00
Burglary	$ 1,000.00	$ 1,000.00
Theft	$ 2,500.00	$ 2,500.00
Money	$ 500.00	$ 500.00
Common Areas	$ 500.00	$ 500.00
Natural Disaster	5.0% of the site sum insured with a minimum of $5,000	5.0% of the site sum insured with a minimum of $5,000
Public Liability	$ 500.00	$ 500.00
Statutory Liability	$ 500.00	$ 500.00
Office Bearers Liability	$ 1,000.00	$ 1,000.00

Premiums	Vero/NZI Expiry	Vero/NZI Renewal
Company Premium	$ 41,296.12	$ 39,447.89
Natural Disaster	$ 45,303.25	$ 39,437.86
EQC	$ 12,960.00	$ 12,960.00
Fire Service Levy	$ 2,885.90	$ 3,256.38
GST	$ 15,366.79	$ 14,265.32
Total	$ 117,812.06	$ 109,367.45

Body Corporate Endorsement

This endorsement applies to and contains extensions, conditions and definitions in addition to those appearing in the Gallagher Vero agreed Material Damage policy wording applicable to insured property containing at least one residential unit.

Endorsements Office Bearers Liability:

The following endorsements to apply:

1) Definition Of You Extension: The Definition of You is extended to include the Body Corporate Chairperson.

2) Failure To Maintain Insurance: You are not insured for liability in connection with a failure to obtain or maintain adequate insurance.

Further Extensions: Advancement of Defence Costs - Amount payable for Defence Costs Emergency Defence Costs - 10% of the amount payable for Defence Costs Investigations and Inquiries - Amount payable for Defence Costs

ADDITIONAL EXTENSIONS

Common Property extension

This extension covers Loss or Damage to carpets, drapes and light fittings that are in common areas of the insured Building(s).

The Insurer's maximum liability under this extension is $100,000 in total for any one event.

The indemnity provided by this extension will not increase the Insurer's liability under the policy beyond the sum(s) insured shown in the Policy Schedule.

Computer Breakdown extension

This extension covers the breakdown of any computer at the Location.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any Period of Insurance.

This extension applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Exclusion 10 of the Gallagher Vero agreed Material Damage policy wording does not apply to this clause.

Cost of Re-Letting extension

Following Loss or Damage to a Unit that is tenanted that renders the Unit uninhabitable the Insurer will reimburse the Unit owner for reasonable letting costs, provided that the tenant of the Unit at the time of the Loss or Damage

advises that they will not be reoccupying the leased Unit upon reinstatement of the Loss or Damage.

The Insurer's maximum liability in reimbursing these reasonable letting costs is $1,000 per Unit and $5,000 in total for any one event.

Landlord's Contents extension

If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Short Term Rentals

If any Unit is rented on a short term basis, in the letting pool, including managed letting pools and air BNB's then any dishwashers, stoves, refrigerators, washing machines, dyers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Landscaping extension

This extension covers Loss or Damage to gardens (including hedges, trees, shrubs, and plants) garden edging, lawns and permanently installed ornamental fish ponds and water features that are not connected to the Building's water supply.

The Insurer's liability under this extension is limited to $10,000 for any one event.

Loss of Rent extension

Where there is Loss or Damage to a tenanted Unit that renders it uninhabitable the Insurer will pay or reimburse the Unit owner for the lost rent, provided that:

1. the Unit was occupied by a tenant at the time of the Loss or Damage; or

2. at the time of the Loss or Damage, there was a signed tenancy agreement for a new tenant to let the Unit for an ongoing period intended to be no less than 90 days.

The Insurer will indemnify the Unit owner under this extension for:

(a) an amount equal to the average weekly rental received for renting out the Unit during the weeks it was rented in the 12 months prior to the Loss or Damage, or

where a tenancy agreement was signed prior to the Loss or Damage, the amount of the weekly rental in the agreement; and

(b) any other costs incurred with the Insurer's written consent.

The Insurer will not reimburse the lost rent where the Unit:

(a) is not uninhabitable;

(b) owner or the Unit tenant chooses to or are encouraged to move out of the Unit while repair or rebuilding is effected.

The Insurer's maximum liability for loss of rent under this extension is for the lesser of:

(a) the period necessary to replace or repair the Unit up to a maximum of 12 months; or

(b) $35,000 per Unit.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Alternative Accommodation automatic extension but not under both extensions for the same loss.

Machinery Breakdown

It is agreed that automatic coverage clause MD08 Electrical Damage is replaced by the following:

This policy covers machinery breakdown.

There is no cover for Loss or Damage to lighting or heating elements, fuses or protective devices, or electrical contacts where sparking or arcing occurs as part of its normal function.

The Insurer's liability under this extension is limited to $10,000 for any one event.

The special limit does not apply to Loss or Damage that would be recoverable under this insurance without the benefit of this clause.

Exclusion 10 of this policy does not apply to this clause.

Margins Clause

The amounts shown on the Policy Schedule of Insured Property are the sums insured declared for insurance purposes. Except where expressly provided for to the contrary, the Insurer's liability for Loss or Damage to any item of Insured Property will not exceed 110% of the sum insured shown on the Policy Schedule for that item up to a maximum of the total sum insured.

This Margins Clause does not apply to Loss or Damage caused by Natural Disaster.

Meeting Room Hire

This extension covers the cost to hire temporary meeting room facilities for the purposes of holding annual general meetings or committee meetings where Loss or Damage to a designated meeting room at the damaged property is unable to be occupied for its intended purpose due to the Loss or Damage.

This extension covers the costs for temporary meeting room facilities for meetings held during the period of time that is reasonably necessary for repairs to be carried out and access to be established.

The Insurer's maximum liability under this extension is $5,000 for any one Period of Insurance.

Reinstatement of Records extension

This extension covers the clerical, legal, and other charges reasonably incurred in consequence of the Loss or Damage, in the replacement or restoration of deeds and other documents (including stamps thereon), manuscripts, plans, specifications and writings of every description and books

(written and printed), books of accounts, card indexes, computer systems records, electronic records and other business records.

The Insurer's maximum liability under this extension is $20,000 for any one event.

Removal of Trees

This extension covers the professional removal of trees or parts of trees, including the costs of treating the stump to prevent regrowth, which have fallen and damaged Insured Property or landscaped gardens.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any one Period of Insurance.

Total Loss Stress Cover extension

Where Loss or Damage to a Unit is deemed a total loss by the Insurer, the Insurer will also pay the individual owner of that Unit for the stress caused by the loss.

The Insurer's maximum liability under this extension is the lesser of:

(a) $2,000 per Unit that is a total loss; or

(b) $50,000 in total for all Units that are a total loss in any one event.

For the purposes of this extension, total loss means so damaged that the Unit or Units, by reason only of that Loss or Damage, cannot be repaired.

ADDITIONAL MATERIAL DAMAGE CONDITIONS

Alternative Accommodation

It is agreed that automatic coverage clause MD02 Alternative Residential Accommodation in the Gallagher Vero agreed Material Damage policy wording is extended to cover the boarding out of domestic pets or security dogs normally kept at the Location.

The Insurer's maximum liability for this extension is $35,000 per Unit per event up to a maximum of 12 months.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Loss of Rents automatic extension but not under both extensions for the same loss.

Money

It is agreed that automatic coverage clause MD16 Money applies only to Money owned by the Insured and not to Money owned by any individual Unit owner.

Reduced Natural Disaster Excess for Certain Property

It is agreed that there is a $5,000 excess for Loss or Damage caused by Natural Disaster where the Loss or Damage is solely to the following property: fixed signs and lettering, tanks, poles, power lines and their supports, walls, gates, fences landscaping, gardens, ornamental trees and shrubs, roads, paths, yards and the like.

Spoilage

Where a claim is made under automatic coverage clause MD37 Spoilage in the Gallagher Vero agreed Material Damage policy wording it is agreed that it applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Transit

It is agreed that automatic coverage clause MD39 Transit applies only to property owned by the Insured and not to property owned by any individual Unit owner.

DEFINITIONS

For the purposes of this endorsement the following definitions apply.

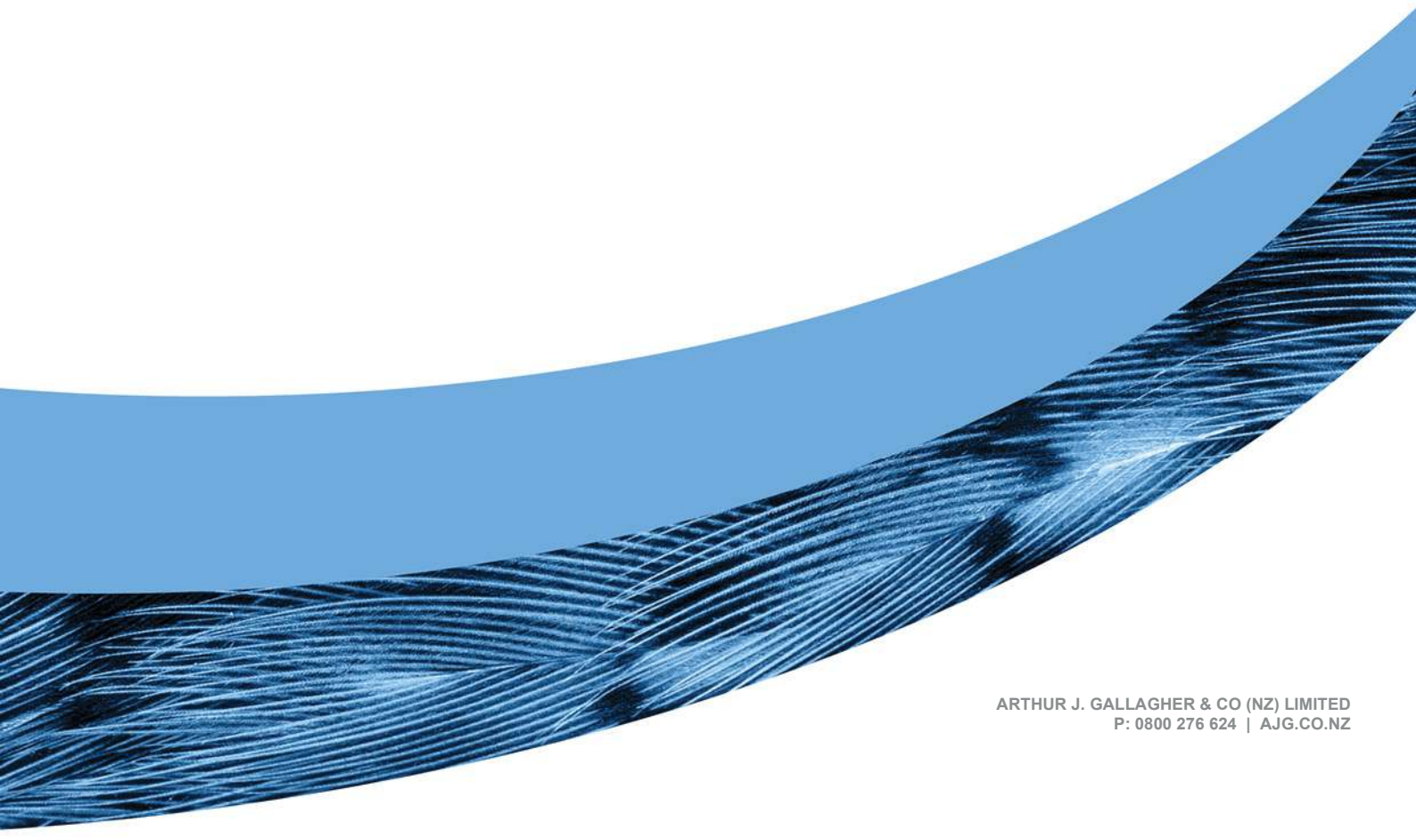
Uninhabitable

Means the Unit is no longer a safe or sanitary place to live, as determined by government or local authorities, or by the Insurer, due to Loss or Damage to the Unit, and where notice to this effect has been issued.

It does not mean a disinclination by the Insured or a tenant(s) to remain in occupancy of an otherwise safe or sanitary Unit.

Unit

Means each self contained part of the Buildings designated for separate residential occupancy.



View Instrument Details

Instrument No	13290653.1
Status	Registered
Lodged By	Stillwell, Nikki Alexandra
Date & Time Lodged	02 May 2025 14:54
Instrument Type	Unit Titles Act 2010 - Notice/Change of Rules - s105 &106

Affected Records of Title	**Land District**
475552	South Auckland

Annexure Schedule	Contains 11 Pages

Signature

Signed by Hannah Marie Proudfoot as Applicant Representative on 02/05/2025 09:40 AM

***** End of Report *****

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NOTICE OF CHANGE TO BODY CORPORATE OPERATIONAL RULES

Section 106, Unit Titles Act 2010

Unit Plan: 413545
Body Corporate Number: 413545
Supplementary Record Sheet: 475552

Notice

The body corporate gives notice that the body corporate operational rules are changed as specified in the schedule of amendments.

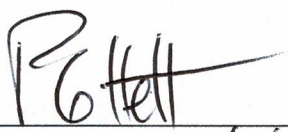
The changes have been made in accordance with an ordinary resolution at the body corporate general meeting held on 25 March 2025.

Date: 17 April 2025

Body Corporate 413545
by:

_____ Body Corporate Committee Chairperson

Before me:



_____ Body Corporate Committee Member

Peter Collett
_____ Name

Retired
_____ Occupation

Whakatane
_____ Address (Town/City)

Note

Only amendments or additions to the body corporate operational rules that relate to those matters mentioned in section 106(1)(a) and (b) of the Unit Titles Act 2010 may be made. Any amendment or addition must comply with section 106(2) and (4) of that Act.

Schedule of Amendments

1 **Application**

1.1 All previous Body Corporate Rules and the Body Corporate Operational Rules in schedule 1 of the Unit Titles Regulations 2011 (**"Regulations"**) are revoked and replaced with these rules.

1.2 These operational rules are binding on the Body Corporate, all Owners, occupiers and registered mortgagees in possession of a Unit in the Unit Title Development and their employees, agents, licensees, lessees, invitees and tenants.

2 **Interpretation**

2.1 In these rules:

(a) Terms defined in the Unit Titles Act 2010 (**"Act"**) and Regulations have the same meaning in these rules as they have in the Act and Regulations unless these rules or context require otherwise;

(b) Headings are included for convenience and information only and do not form part of the rules; and

(c) References to the singular include references to the plural and vice versa and references to any action by the Body Corporate or an Owner include references to permitting or causing that action.

2.2 The following words have the meanings set out below:

(a) **"Body Corporate"** means Body Corporate 413545 (Quayside Apartments);

(b) **"Owner"** has the same meaning as in the Act and includes any occupier or mortgagee in possession of a Unit in the Unit Title Development and their employees, agents, invitees, licensees, lessees and tenants;

(c) **"Recreational Facilities"** means the swimming pool and gymnasium and surrounds in accessory unit AU 90;

(d) **"Unit"** as the same meaning as in the Act and includes principal units and accessory units as context requires; and

(e) **"Unit Title Development"** means the principal units, accessory units and common property in the unit title development on unit plan DP 413545 {South Auckland Registry) at 11 George Street and 63 The Strand, Whakatane.

3 **Use of Common Property**

3.1 An Owner must not damage or deface the common property. The Body Corporate shall recover the cost of repairing any such damage from the Owner responsible.

3.2 An Owner must not interfere with the reasonable use or enjoyment of the common property by any other Owner.

3.3 An Owner must not alter or interfere with the common property, any facilities or assets of the Body Corporate or any building elements or infrastructure serving more than one (1) Unit. The Body Corporate shall recover the cost of repairing any damage to the common property, any facilities or assets of the Body Corporate or any building elements or infrastructure serving more than one (1) Unit from the Owner responsible.

4 **Use of Unit Property**

4.1 An Owner must not use a Unit for any purpose that is illegal or that may be injurious to the reputation of the Unit Title Development or any other Owner.

4.2 An Owner must not use a Unit for any purpose that interferes with the reasonable use or enjoyment of the common property or any other Unit or by any other Owner.

4.3 An Owner must not use a principal unit for any purpose other than as a residential apartment or for retail or commercial purposes in accordance with the purpose the principal unit was designed and constructed for.

4.4 An Owner must only use an accessory unit for the purpose it was designed and constructed for and shall keep the accessory unit tidy and free of litter.

5 Use of Retail and Commercial Principal Units

5.1 An Owner of a principal unit that was designed and constructed for use as retail or commercial premises (**"Commercial Unit"**) must:

(a) Not at any time use the Commercial Unit for any activity that is noxious, noisome or offensive nor for any activity that may be or become an annoyance, nuisance, grievance, damage or disturbance to any other Owner provided that any activity that is permitted under the Resource Management Act 1991 and the relevant local authority requirements shall not in itself breach this rule, but the manner in which the activity is carried out may;

(b) Not bring, install or store any thing in the Unit including goods, merchandise, machinery and plant of such weight, nature or description as to cause stress, strain or weight likely to damage or cause movement of structure defect in the Commercial Unit or the Unit Title Development or as to cause a nuisance to any other Owner;

(c) Comply with the Shop Trading Hours Act 1997, the Resource Management Act 1991, the Building Act 2004, the Health and Safety in Employment Act 1991 and the Sale of Liquor Act 1989 and any amendments or replacement Acts passed in substitution and all bylaws and local authority requirements governing the conduct of the business of the Owner and shall indemnify the Body Corporate and other Owners against any fine or other penalty imposed on the Owner for breaching the requirements in this rule and the Owner shall not carry on any offensive trade within the meaning of the Land Transfer Act 1952;

(d) Properly and expeditiously repair, clean and maintain the grounds, paved or sealed areas in the Commercial Unit (including any accessory unit);

(e) Permit other Owners to pass across any accessory unit should it become necessary in the event of an emergency evacuation including any drill;

(f) In the event of any smoke, smell or other pollution being suffered by the Owners of principal units used as residential apartments, take all reasonable steps to remedy or minimise the nuisance;

(g) Not use the Commercial Unit for the following purposes:

(i) Funeral directors' premises;

(ii) Automotive trades of any description;

(iii) Massage parlours, escort agencies, brothels or other similar purposes;

(iv) Any purpose that is uninsurable or unreasonably increases the premium of any insurance policy held by the Body Corporate;

(v) Amusement arcade or premises offering electronic or other amusement of gambling machines; or

(vi) A gymnasium; and

(h) Not permit any liquor licence to be held for any purpose other than incidental to dining so that a Commercial Unit cannot be used as a night club or similar entertainment facility.

6 **Use of Recreational Facilities**

6.1 An Owner must comply with all conditions of use of the Recreational Facilities set by the Body Corporate from time to time.

6.2 The Recreational Facilities must only be used during the hours of use set by the Body Corporate from time to time.

6.3 Children under 14 years old shall only use the Recreational Facilities when accompanied and actively supervised by a responsible adult.

6.4 Running, ball playing, noisy and hazardous activities are not permitted in the Recreational Facilities.

6.5 An Owner must not, without proper authority from the Body Corporate, operate, adjust or interfere with the operation of any equipment associated with the Recreational Facilities or add any chemical or substance to the swimming pool.

7 **Use of Water Infrastructure**

7.1 An Owner must not:

(a) Use any stormwater or wastewater facility, appliance, fittings, pipes or drains including sinks, toilets, waste disposal units, washing machines and dishwashers for any purpose other than the purpose they were designed and constructed for. The cost of repairing any damage or blockages caused by an Owner's misuse or negligent use of any stormwater or wastewater facility, appliance, fittings, pipes or drains including sinks, toilets, waste disposal units, washing machines and dishwashers shall be paid for by the Owner responsible;

(b) Dispose of any thing via any stormwater or wastewater facility unless it is soluble or non-clogging and shall make good any damage of blockage caused by the breach of this rule; or

(c) Use water unnecessarily and shall ensure that all taps in his or her Unit or on the common property are promptly turned off after use.

8 **Use of Lifts**

8.1 An Owner must:

(a) Comply with the operating instructions and any notice or direction displayed in any lift in the Unit Title Development; and

(b) Take all reasonable care not to damage any lift. The Body Corporate shall recover the cost of repairing any damage to a lift from the Owner responsible.

8.2 The lifts in the Unit Title Development (other than a designated goods lift) are primarily designed to carry passengers only. When a lift (other than a designated goods lift) is used to carry goods, an Owner must use any lift protection equipment supplied by the Body Corporate. The Body Corporate shall recover the cost of repairing any damage to a lift from the Owner responsible.

9 **Obstruction**

9.1 The common property and all accessways, footpaths, corridors, stairs, lifts, entrances, lobbies and easement areas must be kept clear and free from obstructions and must only be used for any purpose other than reasonable ingress and egress to and from the Units.

10 **Carparking**

10.1 An Owner must not park a car or other vehicle on the common property unless the Body Corporate has designated it for carparking or has given its prior consent.

10.2 An Owner of an accessory unit that was designed and constructed for use as a carpark must:

(a) Not use the accessory unit for any purpose other than as a carpark;

(b) Ensure that any car or other vehicle parked in the accessory unit is within the boundaries of the accessory unit;

(c) Not spill any oil or other harmful substance on or in the accessory unit or any other part of the Unit Title Development;

(d) Follow all traffic directions set by the Body Corporate from time to time;

(e) Not wash, clean or service any car or other vehicle except in areas designated for that purpose (if any) and comply with any directions for the use of such areas set by the Body Corporate from time to time; and

(f) Not lease the accessory unit to any person other than another Owner.

10.3 The carparking spaces in accessory units AU 01 to AU 40 (inclusive) must not be used for any purpose other than for carparking associated with activities permitted by the Whakatane District Council in respect of principal units PU R1 to PU R12 (inclusive).

10.4 The Body Corporate may remove any car or other vehicle that is improperly parked on the common property. The cost of removing any such car or other vehicle shall be borne by the owner of the vehicle or the Owner responsible. The Body Corporate shall not be liable for any damage, loss or costs associated with the removal of an offending vehicle from the common property.

11 **Storage Lockers**

11.1 An Owner of an accessory unit that was designed and constructed for use as a storage locker must:

(a) Use the accessory unit for the purpose of storing non-hazardous items only. An Owner must not use the accessory unit for any purpose that is illegal, creates a nuisance, is noisy, noxious, dangerous or offensive; and

(b) Not assign or sublet or part with possession of the accessory unit other than to another Owner.

12 **Paved and Sealed Areas**

12.1 An Owner must not alter any paved or sealed areas.

13 **Gardens and Planting**

13.1 An Owner must maintain any garden or grounds forming part of the Unit in a neat and tidy condition and in a manner appropriate to a high class residential apartment.

13.2 Any planting planting/planter boxes on parts of the roof of the building must be maintained (including the replacement of any dead or dying plants) in accordance with the landscaping plan approved by the Whakatane District Council.

14 **Lighting**

14.1 Any roof-top lighting on the building must not exceed 8 lux.

14.2 Between 10pm and 7am the following day, artificial lighting in the Unit Title Development must not cause:

(a) An added illuminance in excess of 10 lux measured horizontally or vertically at any window in a dwelling adjacent to the Unit Title Development; or

(b) An added illuminance in excess of 20 lux measured horizontally or vertically at any point on any land adjacent to the Unit Title Development which is used for residential purposes.

In circumstances where measurements of added illuminance cannot be made because an Owner will not or cannot turn off the artificial lighting, measurements may be made in areas of similar nature which are not affected by the artificial light. The results of these measurements may be used for the purposes of determining the effect of the artificial light.

14.3 Any exterior lighting which illuminates any property adjacent to the Unit Title Development on which there is a dwelling or a public road shall be so selected, located, aimed, adjusted and screened so as to ensure that glare resulting from the lighting does not cause an appreciable level of discomfort to any person {including drivers of vehicles on the road}.

15 **External Appearance**

15.1 An Owner must not alter or interfere with the colour scheme or appearance of the exterior of the Unit or the common property without first obtaining the Body Corporate's consent.

16 **Aerials, Satellite Dishes and Antennae**

16.1 An Owner must not erect, fix or place any aerial, satellite dish or antenna to the exterior of a Unit or the common property without first obtaining the Body Corporate's written consent. The Body Corporate shall not grant consent unless the aerial, satellite dish or antenna is not visible from outside the Unit. The Body Corporate may revoke or vary any consent previously granted on 14 days' notice if it considers that the rights and interests of another Owner are adversely affected by the aerial, satellite dish or antenna.

17 **Signs**

17.1 An owner must not erect, fix, place or paint any sign, including any real estate sign advertising a Unit for sale or lease, to any part of the common property or the exterior of a Unit without first obtaining the Body Corporate's written consent and any approval required by the Council.

17.2 Where a sign is allowed under this rule, an Owner must comply with any directions issued by the Body Corporate in respect of the location, size, colour and style of the sign and must maintain and keep the sign clean.

18 **Blinds and Curtains**

18.1 All blinds and curtains in all Units must, as far as practicable, present a uniform and orderly appearance when viewed from outside the Unit Title Development.

18.2 An Owner must not erect or install any blinds, curtains or awnings that are visible from the common property or from outside with Unit Title Development without first obtaining the Body Corporate's written consent as to the colour and design of the backing of the blinds or curtains.

18.3 An Owner must not cover any window with aluminium foil or other reflective material.

19 **Washing**

19.1 An Owner is permitted to erect a temporary clothes airer no taller than the balustrade on the deck of the Unit for the purpose of drying and/or airing clothes and other washing provided that the clothes airer is moved indoors overnight. An Owner must not, other than as provided in this rule, erect a clothesline or clothes drying apparatus on the exterior of a Unit nor hang or dry clothes, bedding, linen or other washing on or from the exterior of a Unit.

20 **Windows**

20.1 Any glass in the windows and doors in a Unit must be kept clean and if broken, cracked or otherwise damaged, must be promptly replaced by the Owner of the Unit with new materials of the same or better weight, quality, design and specification.

21 **Outdoor Furniture**

21.1 An Owner must comply with the specifications and standards set by the Body Corporate from time to time in respect of the type, style, design and placement of outdoor furniture and pot plants on any deck in a Unit.

22 **Animals**

22.1 An Owner must not bring or keep any animal or pet in his or her Unit or on the common property without first obtaining the Body Corporate's consent. The Body Corporate's consent may be subject to conditions which may be modified from time to time.

22.2 When considering whether to consent to an Owner's animal or pet, the Body Corporate shall consider, without otherwise limiting its discretion, whether the animal or pet is of a species and breed suitable for living in a residential apartment.

22.3 The Owner whose animal or pet is permitted under these rules must ensure that any part of his or her Unit or the common property that is damaged or soiled by the animal or pet is promptly cleaned and repaired at the Owner's cost.

23 **Noise and Conduct**

23.1 An owner must not make any noise, vibration, odour or fume that may interfere with the reasonable use or enjoyment of the Unit Title development by any other Owner or carry out any activity that may cause a nuisance or disturbance to any other Owner.

24 **Cleaning and Rubbish**

24.1 An Owner must ensure that his or her Unit is kept clean and tidy at all times and must keep the Unit free of vermin, pests, rodents and insects.

24.2 An Owner must not permit rubbish or recycling material to accumulate in a Unit or on the common property. All rubbish and recycling material must be promptly, hygienically and tidily be disposed of in the bins or areas designated for rubbish collection and removal. The Body Corporate shall recover the cost of removing any rubbish or recycling material improperly disposed from the Owner responsible.

25 **Contractors**

25.1 An Owner must not employ or engage any contractor or other worker for the purpose of repairing or altering any building element or infrastructure in a Unit unless that contractor or other worker has been appointed or approved by the Body Corporate and the work is carried out under the Body Corporate's supervision to the satisfaction of the Body Corporate subject to any conditions imposed by the Body Corporate. For the avoidance of doubt, this rule does not prevent an Owner from employing or engaging an interior decorator for the purpose of decorating the Unit.

25.2 An Owner must not directly instruct any contractor or other worker employed by the Body Corporate unless instructed by the Body Corporate to do so.

26 **Hazards and Heavy Objects**

26.1 An Owner must not bring onto, use or store any thing or undertake any activity on the common property or in any Unit that:

(a) Creates a hazard, is offensive, noxious, illegal or dangerous in nature;

(b) Increases the premium of or makes void or voidable any Body Corporate insurance policy;

(c) Breaches any enactment or rule of law relating to fire, hazardous substances or dangerous goods or any requirements of the territorial authority; or

(d) Affects the operation of fire safety devices or equipment or reduces the level of fire safety in the Unit Title Development.

26.2 An Owner must not bring onto the common property or into any Unit any object or machinery of such weight, size or nature that it could cause damage, weakness, movement or structural defect to any Unit or the common property without the prior written consent of the Body Corporate. The Body Corporate may recover the cost of repairing any such damage from the Owner responsible.

27 **Security, Ventilation and Fire Safety Equipment**

27.1 An Owner must not install a security system in a Unit without first obtaining the Body Corporate's consent.

27.2 An Owner must not install any ventilation equipment onto or through the exterior of a Unit that would be visible from the common property or from outside the Unit Title Development.

27.3 An Owner must comply with the operating and maintenance instructions of any security, ventilation and fire safety equipment in his or her Unit at all times.

28 **Security**

28.1 An Owner must:

(a) Keep his or her Unit locked and all doors and windows securely fastened at all times when the Unit is not occupied and take all reasonable steps to protect the Unit from fire, theft or damage;

(b) Take all reasonable steps to ensure that any security keys, cards or codes that give access to his or her Unit or the common property are not lost, destroyed or stolen; and

(c) Give immediate notice to the Body Corporate if any security key, card or code giving access to his or her Unit or the common property is lost, destroyed or stolen.

28.2 An Owner must comply with any directions issued by the Body Corporate in respect of the security of the Unit Title Development including, but not limited to:

(a) The issue of security keys, cards or codes for accessing the common property or a Unit on conditions including the payment of a deposit;

(b) The right to refuse admission to any person unless prior notice of that person's identity is given; and

(c) The right to refuse admission or remove any person about whom a complaint is made.

29 **Emergency and Evacuation Procedures**

29.1 An Owner must cooperate with the Body Corporate during any emergency and evacuation drills and must observe and comply with all emergency and evacuation procedures.

30 **Notice of Damage and Defects**

30.1 An Owner must give immediate written notice to the Body Corporate of any damage or defect in any part of the Unit Title Development. The Body Corporate shall recover the cost of repairing any such damage or defect from the Owner who caused the damage or defect.

31 **Name of Unit Title Development**

31.1 The Unit Title Development must be referred to as "Quayside Apartments" at 11 George Street or 63 The Strand, Whakatane and not by any other name or address.

32 **Directory**

32.1 The Body Corporate may maintain a directory of Owners at the entrance to the Unit Title Development. An Owner's name will be listed on the directory only at the Owner's request and cost. Nameplates on the directory shall be installed by the Body Corporate and shall be of a form and style approved by the Body Corporate.

33 **Leasing**

33.1 An Owner who leases his or her Unit must:

(a) Provide a full copy of these operational rules to the lessee, tenant or occupier of the Unit; and

(b) Provide the Body Corporate with the contact details (name, landline phone number, cell phone number, email address and address for service) for all lessees, tenants and occupiers and any letting agent or property manager responsible for the Unit (if any) on request and promptly advise the Body Corporate of any changes to those details.

34 **No Statements**

34.1 An Owner must not make statements or issue press or other media releases about the Unit Title Development or the Body Corporate without first obtaining the Body Corporate's consent as to the form and content of such a statement or release.

35 **Balustrades**

35.1 An Owner must not place any item on the exterior aspect of the balustrade of a Unit without the prior written consent of the Body Corporate. For the purposes of this rule, an “item” includes but is not limited to a pot plant, artwork, ornament or flag.

36 **Smoking and Vaping**

36.1 An Owner or occupier must not smoke or vape or permit smoking or vaping anywhere on the common property including carpark areas. Any breaches of this rule should be reported to the Building Manager.

Long-Term Maintenance Plan

Quayside Apartments

11 George Street

Whakatane 3158

Unit Plan 413545

Report details	
Inspection date:	30/09/2024
Inspector:	Jared Fisher

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1/11/2024

The Body Corporate Committee Members
Quayside Apartments
11 George Street
Whakatane 3158

Dear Committee Members,

Thank you for appointing our company to conduct your Long-Term Maintenance Plan.

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast maintenance expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual long-term maintenance fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Utility Interest (Total long term maintenance fund levy divided by utility interests)	$1.939
Total Utility Interests	100000
Total Long Term Maintenance Fund Levy	$193,890.00

The data used to arrive at the above figures is in the attached report (which includes GST). It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	**Page No.**
Owners Report Summary	**Section 1**
Building Details and Report Inputs Page	2
30 Year Cash Flow Tracking & Graph with New Levies	4
Report Detail	**Section 2**
30 Year Anticipated Expenditure Table	6
Building Data List from Property Inspection	16
Inspector's Building Report & Building Specific Report Notes	33
Report Notes	35

All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 0800 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,

The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Quayside Apartments
Building Address	11 George Street Whakatane 3158
Unit Plan No.	413545
Plan Type	Unit Plan
Registered Plan Date/Year of Construction	2009
Number of Utility Interests	100000
Number of Units	55
Estimated Long Term Maintenance Fund Balance	$273,467
Starting date of Financial Year for Report	1/11/2024
GST Status	Registered for GST
Current Long-Term Maintenance Levy per Utility interests (Inc. GST)	0.575

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over $10,000) Years 1 - 3	4.50%
Assumed Interest Rate on invested funds (For funds over $10,000) Years 4 - 30	3.50%
Company Taxation Rate	28.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 1 - 3	3.24%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 4 - 30	2.52%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	4.50%
Forecast Period - Number of years the plan forecasts	30 years

30 Year Levy Table

Year	Year To	Total Contribution		Contribution per Utility Interest		Quarterly Contribution	
	dd/mm/yyyy	Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/10/2025	193,890.00	25,290.00	1.939	0.253	0.485	0.063
2	31/10/2026	201,645.60	26,301.60	2.016	0.263	0.504	0.066
3	31/10/2027	209,711.42	27,353.66	2.097	0.274	0.524	0.068
4	31/10/2028	218,099.88	28,447.81	2.181	0.284	0.545	0.071
5	31/10/2029	226,823.87	29,585.72	2.268	0.296	0.567	0.074
6	31/10/2030	235,896.83	30,769.15	2.359	0.308	0.590	0.077
7	31/10/2031	245,332.71	31,999.92	2.453	0.320	0.613	0.080
8	31/10/2032	255,146.02	33,279.92	2.551	0.333	0.638	0.083
9	31/10/2033	265,351.85	34,611.11	2.654	0.346	0.664	0.087
10	31/10/2034	275,965.93	35,995.56	2.760	0.360	0.690	0.090
11	31/10/2035	287,004.56	37,435.38	2.870	0.374	0.718	0.094
12	31/10/2036	298,484.74	38,932.79	2.985	0.389	0.746	0.097
13	31/10/2037	310,424.13	40,490.10	3.104	0.405	0.776	0.101
14	31/10/2038	322,841.10	42,109.71	3.228	0.421	0.807	0.105
15	31/10/2039	335,754.75	43,794.10	3.358	0.438	0.840	0.110
16	31/10/2040	311,420.00	40,620.00	3.114	0.406	0.779	0.102
17	31/10/2041	323,876.80	42,244.80	3.239	0.422	0.810	0.106
18	31/10/2042	336,831.87	43,934.59	3.368	0.439	0.842	0.110
19	31/10/2043	350,305.15	45,691.98	3.503	0.457	0.876	0.114
20	31/10/2044	364,317.36	47,519.66	3.643	0.475	0.911	0.119
21	31/10/2045	378,890.05	49,420.44	3.789	0.494	0.947	0.124
22	31/10/2046	394,045.65	51,397.26	3.940	0.514	0.985	0.128
23	31/10/2047	409,807.48	53,453.15	4.098	0.535	1.025	0.134
24	31/10/2048	426,199.78	55,591.28	4.262	0.556	1.066	0.139
25	31/10/2049	443,247.77	57,814.93	4.432	0.578	1.108	0.145
26	31/10/2050	460,977.67	60,127.52	4.610	0.601	1.153	0.150
27	31/10/2051	479,416.78	62,532.62	4.794	0.625	1.199	0.156
28	31/10/2052	498,593.46	65,033.93	4.986	0.650	1.247	0.163
29	31/10/2053	518,537.20	67,635.29	5.185	0.676	1.296	0.169
30	31/10/2054	539,278.69	70,340.70	5.393	0.703	1.348	0.176

30 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated **'Opening Balance'** at the start of the first financial year which you provided to us. We then add the **'Total Levy Contributions'** for the year and any **'Interest'** on balances greater than $10,000. Any **'Anticipated Expenses'** (including contingency allowance) are then allowed for leaving a **'Closing Balance'** for the year which in turn becomes the **'Opening Balance'** for the following year. In summary:

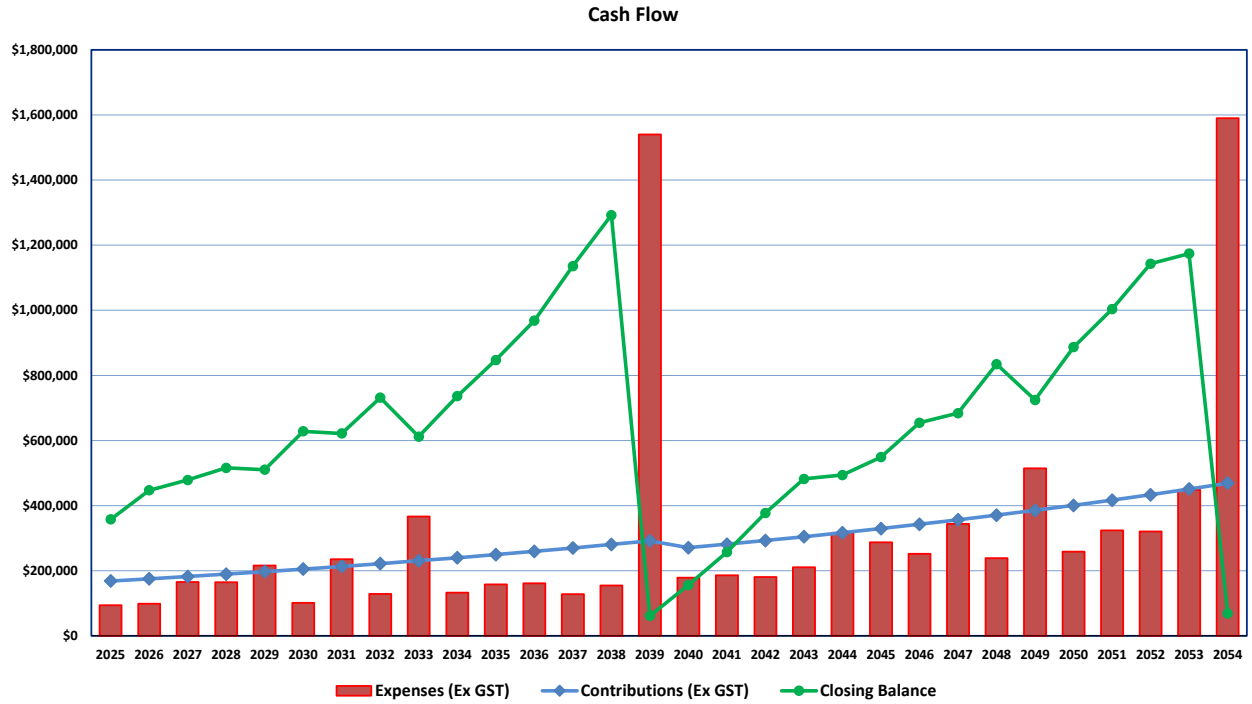
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	31/10/2025	273,467.00	168,600.00	10,064.23	94,285.22	357,846.01
2	31/10/2026	357,846.01	175,344.00	12,829.59	99,086.09	446,933.51
3	31/10/2027	446,933.51	182,357.76	14,756.02	165,359.13	478,688.16
4	31/10/2028	478,688.16	189,652.07	12,378.92	164,574.78	516,144.37
5	31/10/2029	516,144.37	197,238.15	12,773.32	215,771.30	510,384.54
6	31/10/2030	510,384.54	205,127.68	14,169.01	101,372.17	628,309.06
7	31/10/2031	628,309.06	213,332.79	15,554.89	235,435.65	621,761.09
8	31/10/2032	621,761.09	221,866.10	16,839.72	128,902.61	731,564.30
9	31/10/2033	731,564.30	230,740.74	16,719.78	366,902.61	612,122.21
10	31/10/2034	612,122.21	239,970.37	16,778.71	132,571.30	736,299.99
11	31/10/2035	736,299.99	249,569.18	19,704.61	158,311.30	847,262.48
12	31/10/2036	847,262.48	259,551.95	22,588.28	161,356.52	968,046.19
13	31/10/2037	968,046.19	269,934.03	26,179.24	128,308.70	1,135,850.76
14	31/10/2038	1,135,850.76	280,731.39	30,213.92	154,502.61	1,292,293.46
15	31/10/2039	1,292,293.46	291,960.65	16,844.71	1,539,666.09	61,432.73
16	31/10/2040	61,432.73	270,800.00	2,707.37	178,794.78	156,145.32
17	31/10/2041	156,145.32	281,632.00	5,143.24	185,728.70	257,191.86
18	31/10/2042	257,191.86	292,897.28	7,895.26	180,673.04	377,311.36
19	31/10/2043	377,311.36	304,613.17	10,692.35	210,636.52	481,980.36
20	31/10/2044	481,980.36	316,797.70	12,146.38	316,760.00	494,164.44
21	31/10/2045	494,164.44	329,469.61	12,980.54	287,596.52	549,018.07
22	31/10/2046	549,018.07	342,648.39	14,977.98	251,955.65	654,688.79
23	31/10/2047	654,688.79	356,354.33	16,656.88	343,757.39	683,942.61
24	31/10/2048	683,942.61	370,608.50	18,895.85	238,823.48	834,623.48
25	31/10/2049	834,623.48	385,432.84	19,402.53	514,796.52	724,662.33
26	31/10/2050	724,662.33	400,850.15	20,050.49	258,866.09	886,696.88
27	31/10/2051	886,696.88	416,884.16	23,519.14	323,679.13	1,003,421.05
28	31/10/2052	1,003,421.05	433,559.53	26,710.57	320,514.78	1,143,176.37
29	31/10/2053	1,143,176.37	450,901.91	28,834.45	448,806.09	1,174,106.64
30	31/10/2054	1,174,106.64	468,937.99	15,465.81	1,589,706.09	68,804.35

30 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total maintenance fund contributions per year.
- Expenses line – Total anticipated expenses in each year.
- Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 30 years. From left to right the columns are:

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 1 to 15 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the '**Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - this is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	98,571	98,571	98,571	98,571	98,571	98,571	98,571	98,571	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	134,141	-	-	-	-	-	-	-	134,141	134,141	134,141	134,141	134,141	134,141	134,141	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	182,547	-	-	-	-	-	-	-	-	-	-	-	-	-	-	182,547
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	370,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	716,055

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	9,097	-	-	-	-	-	-	12,380	-	-	-	-	-	-	16,847	-
Concrete panel expansion joint - replacement - allowance	13,300	-	-	-	-	16,574	-	-	-	-	-	-	-	-	-	25,739
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1,100	-	1,201	-	-	-	1,432	-	-	-	1,708	-	-	-	2,037	-
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	14,805	-	-	-	17,655	-	-	-	-	-	-	-	25,108	-	-	-
Balconies - waterproofing replacement	47,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	91,485
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	3,008	-	-	3,433	-	-	-	4,093	-	-	-	4,882	-	-	-	-
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	1,543	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**98,571**	**99,772**	**102,004**	**116,226**	**115,145**	**100,003**	**115,044**	**134,141**	**134,141**	**135,849**	**139,023**	**159,249**	**134,141**	**153,025**	**1,015,826**
2. WORK AT HEIGHTS ACCESS																
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	11,499	-	-	-	-	14,330	-	-	-	-	-	-	-	-	-	22,254
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**14,330**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22,254**
3. ROOFING																
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Main roof - waterproofing replacement	159,434	-	-	-	-	-	-	-	-	236,934	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	5,301	-	-	6,049	-	-	-	7,214	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	2,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,129
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	3,300	-	-	3,766	-	-	-	4,491	-	-	-	5,355	-	-	-	6,386
Sub Total (Incl. GST)		**0**	**0**	**9,815**	**0**	**0**	**0**	**11,705**	**0**	**236,934**	**0**	**5,355**	**0**	**0**	**0**	**11,514**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
4. PROPERTY INTERIOR																
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	39,963	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	36,595	-	-	-	-	-	-	-	-	-	-	-	-
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	437	-	-	-	521	-	-	-	621	-	-	-	741	-	-	-
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	929	-	-	-	1,108	-	-	-	-	-	-	-	1,575	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**36,595**	**1,629**	**39,963**	**0**	**0**	**621**	**0**	**0**	**0**	**2,316**	**0**	**0**	**0**
5. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Driveway and parking - replacement of bitumen surface topcoat	62,037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,059
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	3,057	-	-	3,489	-	-	-	-	-	4,543	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	1,542	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	5,358	-	-	6,114	-	-	-	-	-	7,963	-	-	-	-	-	10,369
Concrete parking area - waterproofing membrane repaint	42,450	-	-	-	50,622	-	-	-	-	-	-	-	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	3,218	-	-	-	-	-	-	-	4,576	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	-	-	3,672	-	-	-	-	-	-	-	5,222	-
Entry security gate - replacement	7,700	-	-	-	-	9,596	-	-	-	-	-	-	-	-	-	-
Entry security gate motor - replacement	1,150	-	-	-	-	1,433	-	-	-	-	-	-	-	-	-	2,226
Sub Total (Incl. GST)		**0**	**0**	**12,821**	**50,622**	**11,029**	**3,672**	**0**	**0**	**12,505**	**0**	**4,576**	**0**	**0**	**5,222**	**132,654**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
6. SWIMMING POOL AND EXTERIOR DECKING																
Composite decking - inspection and repairs (Total: 101 m2) - 10%	670	-	732	-	-	-	873	-	-	-	1,040	-	-	-	1,241	-
Pool furniture - replacement - allowance	5,500	-	-	-	-	6,854	-	-	-	-	-	-	-	-	-	-
Pool cover - replacement - allowance	4,500	-	-	5,135	-	-	-	-	-	-	-	7,303	-	-	-	-
Pool resurfacing and repairs	23,000	-	-	-	-	28,662	-	-	-	-	-	-	-	-	-	44,512
Pump replacement - allowance	1,726	-	-	-	-	-	-	-	-	-	-	-	2,927	-	-	-
Pump replacement - allowance	1,726	-	1,885	-	-	-	-	-	-	-	-	-	-	-	-	-
Filter replacement - allowance	2,476	-	-	-	-	-	-	-	-	-	-	-	4,199	-	-	-
Sub Total (Incl. GST)		**0**	**2,617**	**5,135**	**0**	**35,516**	**873**	**0**	**0**	**0**	**1,040**	**7,303**	**7,126**	**0**	**1,241**	**44,511**
7. GYMNASIUM, SAUNA AND TOILET AREA																
Gymnasium equipment - upgrade or replace - allowance	7,700	-	-	-	-	9,596	-	-	-	-	-	-	-	-	-	-
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	3,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,386
Sauna - replacement	4,995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,667
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**9,596**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16,053**
8. FIXTURES AND FITTINGS																
Letterbox replacement	3,916	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,579
Complex signage structure - maintain	750	-	-	856	-	-	-	-	-	-	-	1,217	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**856**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,217**	**0**	**0**	**0**	**7,579**
9. LIFTS																
Lift interior refurbishment	3,000	-	-	-	3,578	-	-	-	-	-	-	-	-	-	-	-
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	180,687	-	-	-	-	-	-	-	-	-	-	-	-	-	-	349,680
Sub Total (Incl. GST)		**0**	**0**	**0**	**3,578**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**349,680**
10. REFUSE																
Garbage systems and rubbish chute - repair or maintain	1,100	-	1,201	-	-	-	1,432	-	-	-	1,708	-	-	-	2,037	-
Sub Total (Incl. GST)		**0**	**1,201**	**0**	**0**	**0**	**1,432**	**0**	**0**	**0**	**1,708**	**0**	**0**	**0**	**2,037**	**0**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
11. ELECTRICAL																
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security access system upgrades - common systems only - allowance - intercom and fob key access	30,525	-	-	-	-	-	-	41,540	-	-	-	-	-	-	-	-
CCTV camera and system upgrades - common systems only - allowance	26,679	-	-	-	-	-	-	36,306	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**77,846**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
12. FIRE PREVENTION																
Fire smoke curtain roller door - replacement	14,300	-	-	-	-	-	-	19,460	-	-	-	-	-	-	-	-
Control panel replacement or upgrade	11,277	-	-	-	-	-	-	15,346	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**34,806**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
13. WATER																
Plumbing and pipe maintenance - common systems only - allowance	4,950	-	-	5,649	-	-	-	6,736	-	-	-	8,033	-	-	-	9,580
Sub Total (Incl. GST)		**0**	**0**	**5,649**	**0**	**0**	**0**	**6,736**	**0**	**0**	**0**	**8,033**	**0**	**0**	**0**	**9,580**
Grand Total (Incl. GST)		**98,571**	**103,590**	**172,875**	**172,055**	**225,579**	**105,980**	**246,137**	**134,762**	**383,580**	**138,597**	**165,507**	**168,691**	**134,141**	**161,525**	**1,609,651**
Contingency Allowance (Incl. GST)		**9,857**	**10,359**	**17,288**	**17,206**	**22,558**	**10,598**	**24,614**	**13,476**	**38,358**	**13,860**	**16,551**	**16,869**	**13,414**	**16,153**	**160,965**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**108,428**	**113,949**	**190,163**	**189,261**	**248,137**	**116,578**	**270,751**	**148,238**	**421,938**	**152,457**	**182,058**	**185,560**	**147,555**	**177,678**	**1,770,616**

Anticipated Expenditures Table Year 16 - 30

This table shows when expenses will occur in years 16 - 30. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 16 to 30 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the '**Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - this is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	98,571	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	134,141	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	182,547	182,547	182,547	182,547	182,547	182,547	182,547	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	248,422	248,422	248,422	248,422	248,422	248,422	248,422	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	248,422	248,422
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	370,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,385,768

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	9,097	-	-	-	-	-	22,927	-	-	-	-	-	-	31,200	-	-
Concrete panel expansion joint - replacement - allowance	13,300	-	-	-	-	-	-	-	-	-	39,972	-	-	-	-	-
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1,100	-	-	2,429	-	-	-	2,897	-	-	-	3,455	-	-	-	4,120
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	14,805	-	-	-	-	35,705	-	-	-	-	-	-	-	50,777	-	-
Balconies - waterproofing replacement	47,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	3,008	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	1,543	-	-	-	-	-	3,889	-	-	-	-	-	5,064	-	-	-
Sub Total (Incl. GST)		**182,547**	**182,547**	**184,976**	**182,547**	**218,252**	**209,363**	**251,319**	**248,422**	**248,422**	**288,394**	**251,877**	**253,486**	**330,399**	**248,422**	**1,638,310**
2. WORK AT HEIGHTS ACCESS																
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	11,499	-	-	-	-	-	-	-	-	-	34,559	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**34,559**	**0**	**0**	**0**	**0**	**0**
3. ROOFING																
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Main roof - waterproofing replacement	159,434	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	5,301	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	2,650	-	-	-	-	-	6,679	-	-	-	-	-	8,697	-	-	-
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	3,300	-	-	-	7,616	-	-	-	9,082	-	-	-	10,831	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**7,616**	**0**	**6,679**	**0**	**9,082**	**0**	**0**	**0**	**19,528**	**0**	**0**	**0**
4. PROPERTY INTERIOR																

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	-	-	-	-	-	96,378	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	-	-	-	88,256	-	-	-	-	-	-	-
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	437	884	-	-	-	1,054	-	-	-	1,257	-	-	-	1,499	-	-
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	929	-	-	-	-	2,240	-	-	-	-	-	-	-	3,186	-	-
Sub Total (Incl. GST)		**884**	**0**	**0**	**0**	**3,294**	**0**	**0**	**88,256**	**1,257**	**96,378**	**0**	**0**	**4,685**	**0**	**0**
5. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	0	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0
Driveway and parking - replacement of bitumen surface topcoat	62,037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	3,057	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	1,542	-	-	-	-	-	3,886	-	-	-	-	-	5,061	-	-	-
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	5,358	-	-	-	-	-	13,503	-	-	-	-	-	17,585	-	-	-
Concrete parking area - waterproofing membrane repaint	42,450	-	-	-	-	102,377	-	-	-	-	-	-	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	6,508	-	-	-	-	-	-	-	9,255	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	-	-	-	7,427	-	-	-	-	-	-	-	10,562
Entry security gate - replacement	7,700	-	-	-	-	-	-	-	-	-	23,142	-	-	-	-	-
Entry security gate motor - replacement	1,150	-	-	-	-	-	-	-	-	-	3,456	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**6,508**	**102,377**	**17,389**	**7,427**	**0**	**0**	**26,598**	**0**	**31,901**	**0**	**0**	**10,562**
6. SWIMMING POOL AND EXTERIOR DECKING																
Composite decking - inspection and repairs (Total: 101 m2) - 10%	670	-	-	1,480	-	-	-	1,765	-	-	-	2,104	-	-	-	2,509
Pool furniture - replacement - allowance	5,500	-	11,624	-	-	-	-	-	-	-	-	-	-	-	19,712	-

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
Pool cover - replacement - allowance	4,500	-	-	-	10,385	-	-	-	-	-	-	-	14,769	-	-	-
Pool resurfacing and repairs	23,000	-	-	-	-	-	-	-	-	-	69,125	-	-	-	-	-
Pump replacement - allowance	1,726	-	-	-	-	-	-	-	-	-	-	5,421	-	-	-	-
Pump replacement - allowance	1,726	3,491	-	-	-	-	-	-	-	-	-	-	-	-	-	6,464
Filter replacement - allowance	2,476	-	-	-	-	-	-	-	-	-	-	7,776	-	-	-	-
Sub Total (Incl. GST)		**3,491**	**11,624**	**1,480**	**10,385**	**0**	**0**	**1,765**	**0**	**0**	**69,125**	**15,301**	**14,769**	**0**	**19,712**	**8,973**
7. GYMNASIUM, SAUNA AND TOILET AREA																
Gymnasium equipment - upgrade or replace - allowance	7,700	-	-	-	-	-	-	-	-	-	23,142	-	-	-	-	-
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	3,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sauna - replacement	4,995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**23,142**	**0**	**0**	**0**	**0**	**0**
8. FIXTURES AND FITTINGS																
Letterbox replacement	3,916	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Complex signage structure - maintain	750	-	-	-	1,731	-	-	-	-	-	-	-	2,462	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**1,731**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,462**	**0**	**0**	**0**
9. LIFTS																
Lift interior refurbishment	3,000	-	-	-	-	7,235	-	-	-	-	-	-	-	-	-	-
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	180,687	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**7,235**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
10. REFUSE																
Garbage systems and rubbish chute - repair or maintain	1,100	-	-	2,429	-	-	-	2,897	-	-	-	3,455	-	-	-	4,120
Sub Total (Incl. GST)		**0**	**0**	**2,429**	**0**	**0**	**0**	**2,897**	**0**	**0**	**0**	**3,455**	**0**	**0**	**0**	**4,120**
11. ELECTRICAL																
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security access system upgrades - common systems only - allowance - intercom and fob key access	30,525	-	-	-	-	-	-	-	-	-	-	-	-	-	109,403	-

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
CCTV camera and system upgrades - common systems only - allowance	26,679	-	-	-	-	-	67,238	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**67,238**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,403**	**0**
12. FIRE PREVENTION																
Fire smoke curtain roller door - replacement	14,300	-	-	-	-	-	-	-	-	-	-	-	-	-	51,252	-
Control panel replacement or upgrade	11,277	-	-	-	-	-	-	-	-	-	-	-	-	-	40,417	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**91,669**	**0**
13. WATER																
Plumbing and pipe maintenance - common systems only - allowance	4,950	-	-	-	11,424	-	-	-	13,623	-	-	-	16,246	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**11,424**	**0**	**0**	**0**	**13,623**	**0**	**0**	**0**	**16,246**	**0**	**0**	**0**
Grand Total (Incl. GST)		**186,922**	**194,171**	**188,885**	**220,211**	**331,158**	**300,669**	**263,408**	**359,383**	**249,679**	**538,196**	**270,633**	**338,392**	**335,084**	**469,206**	**1,661,965**
Contingency Allowance (Incl. GST)		**18,692**	**19,417**	**18,889**	**22,021**	**33,116**	**30,067**	**26,341**	**35,938**	**24,968**	**53,820**	**27,063**	**33,839**	**33,508**	**46,921**	**166,197**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**205,614**	**213,588**	**207,774**	**242,232**	**364,274**	**330,736**	**289,749**	**395,321**	**274,647**	**592,016**	**297,696**	**372,231**	**368,592**	**516,127**	**1,828,162**

Building Data List from the Property Inspection for Quayside Apartments

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:

'Items' – identifies and describes the maintenance item
'Qty' – lets you know the quantity of that item in scope
'Unit' – is the unit rate used to measure the quantity
'Rate' – is the cost of each unit in dollars
'Value' - is the quantity (Qty) multiplied by the Rate ($)
'Next Due' - is the remaining life in years until an item needs money spent on it.
'Total Life' - is the total life of the item after it is replaced, repaired or repainted.
'Comments' - details any useful explanatory notes for the item.

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
1. PROPERTY EXTERIOR							
Building wash - soft chemical wash recommended - this is included in the painting contract	1	m2	0.00	0.00	1	1	This is included in the painting contract
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	98,571.10	98,571.00	1	1	Quotation provided Programmed Maintenance Services Ltd
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	134,141.00	134,141.00	8	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	182,547.00	182,547.00	15	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	248,422.00	248,422.00	22	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	248,422.00	248,422.00	29	1	Quotation required if painting contract is to be renewed
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	1	Item	370,000.00	370,000.00	15	15	Quotation required for the next re-sealant - Cost was provided by the BC for the work recently completed
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	170	m2	53.51	9,097.00	7	7	Quotation required - Future funding or repair as required
Concrete panel expansion joint - replacement - allowance	1	Item	13,300.00	13,300.00	5	10	Quotation required
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1	Item	1,100.00	1,100.00	2	4	Quotation required
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	47	lm	315.00	14,805.00	4	8	Repair as required
Balconies - waterproofing replacement	390	m2	121.21	47,272.00	15	30	Quotation required

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	39	m2	77.13	3,008.00	3	4	Future funding or repair as required
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	20	m2	77.13	1,543.00	21	6	Future funding or repair as required
2. WORK AT HEIGHTS ACCESS							
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	1691	m2	6.80	11,499.00	5	10	Quotation required
3. ROOFING							
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	1591	m2	0.00	0.00	1	1	This is included in the operating cost
Main roof - waterproofing replacement	1591	m2	100.21	159,434.00	9	24	Quotation required
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	160	m2	33.13	5,301.00	3	4	Future funding or repair as required
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	80	m2	33.13	2,650.00	15	6	Future funding or repair as required
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	1	Item	3,300.00	3,300.00	3	4	Ongoing maintenance program
4. PROPERTY INTERIOR							
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	2830	m2	0.00	0.00	0	10	Quotation required
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	336	m2	95.44	32,068.00	5	20	Quotation required
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	336	m2	95.44	32,068.00	3	20	Quotation required
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	2	m2	218.38	437.00	4	4	Ongoing maintenance program
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	10	lm	92.85	929.00	4	8	Ongoing maintenance program
5. DRIVEWAY AND WALKWAY							
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	1	Item	0.00	0.00	2	2	This is included in the operating cost - Ongoing maintenance program
Driveway and parking - replacement of bitumen surface topcoat	1109	m2	55.94	62,037.00	15	30	Quotation required
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	111	m2	27.54	3,057.00	3	6	Future funding or repair as required
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	56	m2	27.54	1,542.00	21	6	Future funding or repair as required

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	114	m2	47.00	5,358.00	3	6	Future funding or repair as required
Concrete parking area - waterproofing membrane repaint	1279	m2	33.19	42,450.00	4	16	Quotation required
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	188	lm	15.00	2,820.00	3	8	Repaint as required
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	188	lm	15.00	2,820.00	6	8	Repaint as required
Entry security gate - replacement	1	Item	7,700.00	7,700.00	5	20	Quotation required. Replace as required
Entry security gate motor - replacement	1	Item	1,150.00	1,150.00	5	10	Quotation required. Replace as required
6. SWIMMING POOL AND EXTERIOR DECKING							
Composite decking - inspection and repairs (Total: 101 m2) - 10%	10	m2	67.00	670.00	2	4	Ongoing maintenance program
Pool furniture - replacement - allowance	1	lm	5,500.00	5,500.00	5	12	Replace as required
Pool cover - replacement - allowance	1	lm	4,500.00	4,500.00	3	8	Replace as required
Pool resurfacing and repairs	1	Item	23,000.00	23,000.00	5	10	Quotation required
Pump replacement - allowance	1	ea	1,725.89	1,726.00	12	14	Quotation required
Pump replacement - allowance	1	ea	1,725.89	1,726.00	2	14	Quotation required
Filter replacement - allowance	1	ea	2,476.37	2,476.00	12	14	Quotation required
7. GYMNASIUM, SAUNA AND TOILET AREA							
Gymnasium equipment - upgrade or replace - allowance	1	Item	7,700.00	7,700.00	5	20	Replace as required
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	1	Item	3,300.00	3,300.00	15	30	Quotation required
Sauna - replacement	1	Item	4,995.00	4,995.00	15	30	Quotation required
8. FIXTURES AND FITTINGS							
Letterbox replacement	44	ea	89.00	3,916.00	15	30	Quotation required
Complex signage structure - maintain	1	ea	750.00	750.00	3	8	Ongoing maintenance program
9. LIFTS							
Lift interior refurbishment	2	ea	1,500.00	3,000.00	4	16	Quotation required
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	2	ea	90,343.44	180,687.00	15	30	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
10. REFUSE							
Garbage systems and rubbish chute - repair or maintain	1	Item	1,100.00	1,100.00	2	4	Ongoing maintenance program

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
11. ELECTRICAL							
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	1	Item	0.00	0.00	0	2	This is included in the operating cost - Ongoing maintenance program
Electrical maintenance - common systems only - allowance - this is included in the operating cost	1	Item	0.00	0.00	0	2	This is included in the operating cost - Ongoing maintenance program
Security access system upgrades - common systems only - allowance - intercom and fob key access	55	Item	555.00	30,525.00	7	22	Upgrade as required
CCTV camera and system upgrades - common systems only - allowance	1	Item	26,678.53	26,679.00	7	14	Upgrade as required - Quote provided by Nutech Security Ltd
12. FIRE PREVENTION							
Fire smoke curtain roller door - replacement	1	Item	14,300.00	14,300.00	7	22	Quotation required - Replace as required
Control panel replacement or upgrade	1	Item	11,277.23	11,277.00	7	22	Quotation required - Replace as required
13. WATER							
Plumbing and pipe maintenance - common systems only - allowance	55	Item	90.00	4,950.00	3	4	Ongoing maintenance program

Building Photo Section

Item Group

PROPERTY EXTERIOR

A painting contract is currently in place for the building. The building has a regular wash and maintenance program. The building was in good condition at the time of inspection. The building is recommended a regular wash at least every 2 years and a re-paint every 10 years. This is reflected in the report.

Item Group

WORK AT HEIGHTS ACCESS

The working at heights equipment is required to carry out painting and repairs on the building. It is recommended to carry out any other maintenance work while the scaffolding is available. This is reflected in the report.

Item Group

ROOFING

A roofing inspection and regular wash and treatment is recommended for the building. The roofing was in fair condition from the observation. The roofing, gutters and flashings require regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

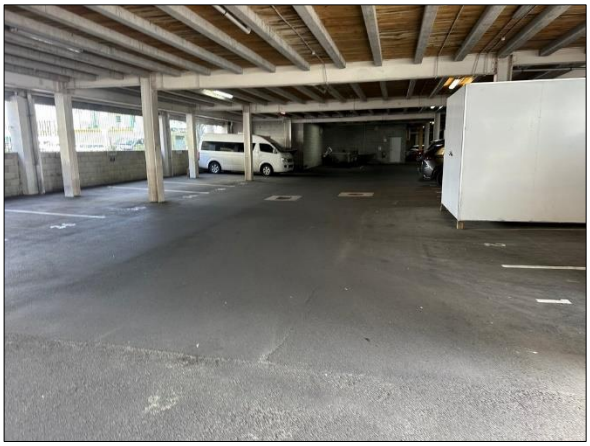
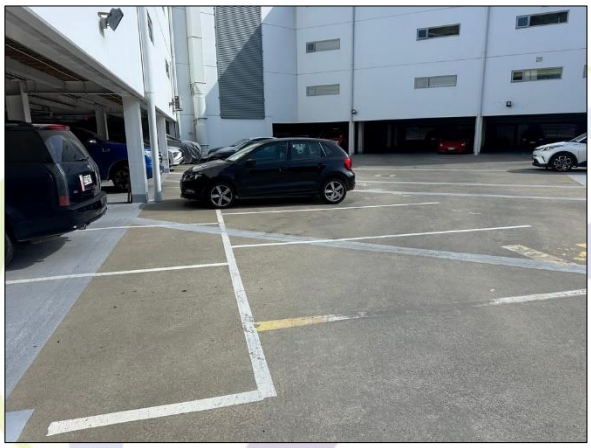
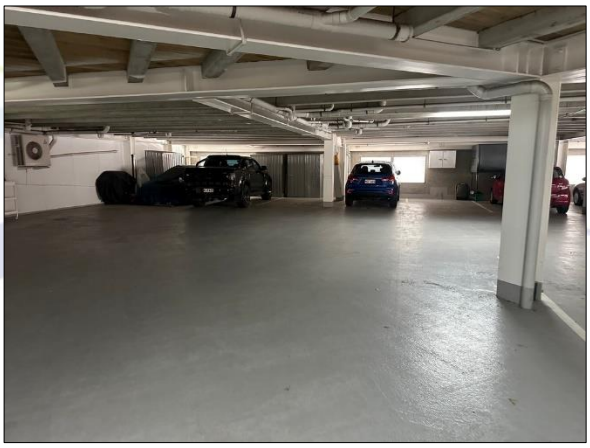
Item Group

PROPERTY INTERIOR

A painting contract is currently in place for the building. The building interior was in good to fair condition at the time of inspection. The building interior is recommended a re-paint every 8-10 years. The flooring and stair handrails also will require regular repairs and maintenance This is reflected in the report.

Item Group

DRIVEWAY AND WALKWAY

The concrete and bitumen driveway was in good condition at the time of inspection. The concrete and bitumen driveway requires regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

Item Group

SWIMMING POOL AND EXTERIOR DECKING

The swimming pool, decking and plant require regular maintenance, cleaning, inspections, replacement and or repairs. This is reflected in the report.

Item Group

GYMNASIUM, SAUNA AND TOILET AREA

The gymnasium, sauna and toilet were in good condition at the time of inspection. The gymnasium, sauna and toilet requires regular maintenance, cleaning, replacement and or repairs. This is reflected in the report.

Item Group

FIXTURES AND FITTINGS

The letterboxes and complex signage were in good condition at the time of inspection. As the letterboxes and complex signage have a life span a replacement or repair cost has been allowed for in the report.

Item Group

LIFTS

The lifts were in good condition at the time of inspection. The lifts and its components require regular maintenance and a replacement or repair cost in the long term plan . This is reflected in the report.

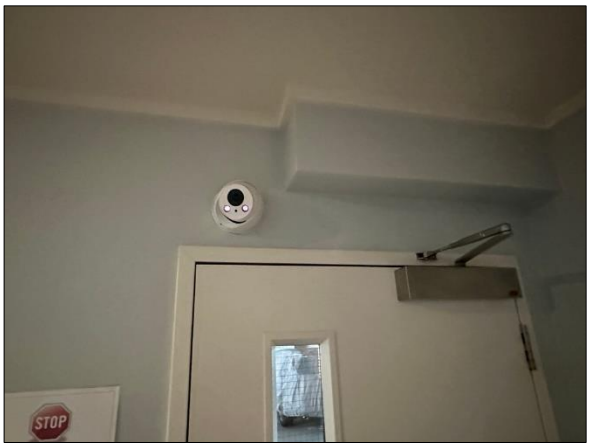
Item Group

REFUSE

The rubbish system and chutes were in good condition at the time of the inspection. The rubbish system and chutes require regular maintenance, cleaning, replacement and or repairs. This is reflected in the report.

Item Group

ELECTRICAL



The common electrical was in good condition at the time of inspection. The common electrical systems require regular maintenance, upgrades or repairs. This is reflected in the report.

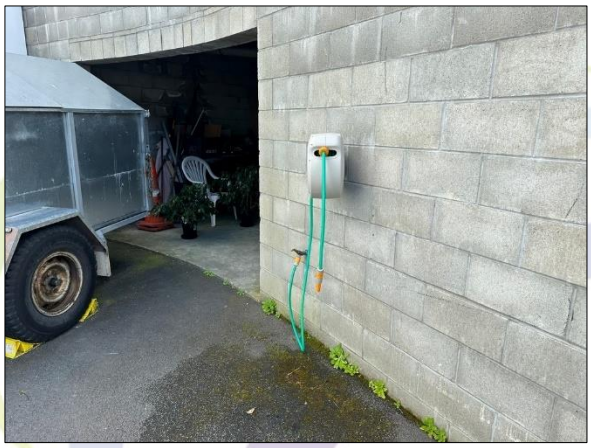
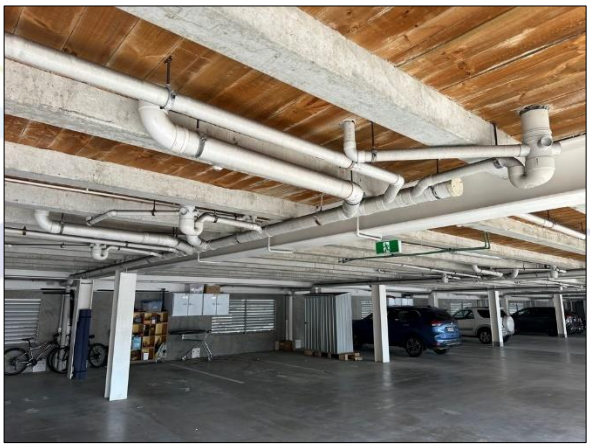
Item Group

FIRE PREVENTION

The fire panel and fire prevention systems requires regular maintenance, upgrades or repairs that is above regular contracted works. This is reflected in the report.

Item Group

WATER

The common water was in good condition at the time of inspection. The common water systems require regular maintenance and or repairs. This is reflected in the report.

Inspector’s Report for Quayside Apartments

1. INFLATION - It is necessary to offset the effects of inflation on construction materials and labour costs and to ensure that adequate funds are available to provide for major works. These major works can frequently become necessary as the property ages but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. UPDATES - We recommend that this report is updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. ADMINISTRATION EXPENSES - We assume that small repairs & improvements, regular maintenance items are financed via the administration fund and therefore are not included in this report.
4. COSTS PROVIDED - Some costings in this report were provided in the work order for projected maintenance works.
5. HARSH ENVIRONMENT - A harsh environment can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
6. SALT AIR ENVIRONMENT - Exposure to salt air can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
7. PAINT WITHIN LOT BOUNDARIES - The measurements and estimated costs for painting include all surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual to include the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
8. PAINT QUOTATIONS - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
9. PAINT SERVICE-LIFE - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
10. POWDER COAT REPAINT - Powder coated surfaces have a lengthy maintenance-free period when new. After this period, these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will require special preparation for repainting.
11. POWDER COAT WARRANTY - Powder coated surfaces may be subject to a manufacturer's warranty. Therefore, the manufacturer's cleaning and maintenance recommendations should be followed.
12. ELEVATING WORKING PLATFORMS - Funds allocated for elevating working platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boom lifts, cherry pickers, etc.
13. BITUMEN SURFACES - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
14. SURFACE CLEANING - Surface cleaning may be carried out using high pressure water or a chemical wash. Care should be taken to meet relevant water restrictions.
15. LIFTS - The design of a lift requires continual maintenance.
    Maintenance is required due to the complexity of the engineering and electronic systems in the structure, external elements and the lift car. We assume the lifts are maintained via a comprehensive lift maintenance contract which, in our professional opinion, all buildings with lifts must have in place.

    After 20 to 30 years of service, lifts may reach the end of their cost effective life. From this point lifts may experience decreasing performance along with an increase in required service. We have

provisioned for lift replacement based on the age and current visual condition of the lift. In addition we take into account the following factors:

- Obsolescence (Mechanical, Electrical & Software)
Even though these elements can be supported at a stretch, it is prohibitively expensive to do so which adds cost and complexity into the maintenance regime. The additional cost in maintenance to facilitate reliability far outweighs the cost of new lift in the long term.

- Building Code changes from year to year
What may be relevant today, tends to change over time – hence the requirement to plan for upgrades every 10 years or as required.

- Unforeseen environment impacts
Flooding, Electrical surges & Misuse/Vandalism which are not covered by either the maintenance contract or building insurance.

16. WATERPROOFING - Waterproofing requires replacement over time and the costs can be significant. Water penetration can affect various parts of a building or property and if not rectified promptly can lead to more expensive repairs.
17. PAINTING CONTRACT - A painting contract has been included in this report for years 1-7. It has been assumed that this contract will be renewed at the end of its life, with a cost increase for inflation.
18. WATERPROOFING – Waterproofing membranes requires regular maintenance and replacement when signs of failure like small leaks or small cracks appear. If action is not taken immediately the costs of damage and remediation grow exponentially.
19. PROPERTY AGEING - The current levies are too low to maintain and improve the property over the next 30 years. The maintenance cost on this type of property during the early years is typically low but as the property ages, it is essential to budget for major works and upgrades.
20. MEETING - I want to thank Daimen Jones for meeting with me, giving me access to the building and informing me of past, current & proposed works.
21. HEIGHT ALLOWANCE - Funds allocated for painting & remedial works can be used for many types of access equipment including, but not limited to scaffolding, boom lifts, cherry pickers, rope access, etc. An allowance towards work at height equipment is included and cost may vary dependant upon type of equipment selected, set up and transport costs, required licences from council, and term of hire.
22. ALUMINIUM – Aluminium materials and structures may have a service life of 40 years or more with proper care and maintenance.

Report Notes
Long-Term Maintenance Plan

This forecast satisfies the current requirements of the *Unit Titles Act 2010,* the *Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022* and the *Unit Titles Regulations 2011*.

Unit Titles Act 2010 (NZ) Section 116 Long-term maintenance plan

(1) A body corporate must establish and regularly maintain a long-term maintenance plan.
(2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan.
(3) The purpose of a long-term maintenance plan is to –
(a) Identify future maintenance requirements and estimate the costs involved; and
(b) Support the establishment and management of the funds; and
(c) Provide a basis for the levying of owners of principal units; and
(d) Provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions.

Unit Titles Regulations 2011 (NZ) Section 30 Long-term maintenance plans (as amended)

(1) A long-term maintenance plan must—
(a) cover—
(i) the common property, building elements, and infrastructure of the unit title development; and
(ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and
(aa) summarise the current state of the common property; and
(b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and
(c) state the period covered by the plan; and
(d) state the estimated age and life expectancy of each item covered by the plan; and
(e) state the estimated cost of maintenance and replacement of each item covered by the plan; and
(f) state whether there is a long-term maintenance fund; and
(fa) state the sources of funding for the plan; and
(g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and
(h) state who has prepared the plan.

(1A) A body corporate must apply the amount each year to maintain the fund that it has determined under subclause (1)(g), less any amount that has been applied to maintain any item in that year.

(2) A body corporate must carry out a review of its plan once every 3 years.

(3) Subject to subclause (2), a body corporate may carry out a review of its plan as frequently as it considers necessary.

Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 Section 30A Long-term maintenance plans for large unit title developments
(1) This regulation applies to a long-term maintenance plan for a large unit title development.

(2) Regulation 30(1)(d), (e), and (g) does not apply to a large unit title development's long-term maintenance plan in respect of the period that is more than 10 years from the date of the plan for the last review of the plan (years 11 to 30).

(3) A large unit title development's long-term maintenance plan must provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of New Zealand's historical interest rates for the previous fifteen years. The company tax rate is applied

to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon RBNZ historical data for Construction Producer Price inflation, commencing December 1997. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Leaky Buildings - The requirement for a Long-Term Maintenance Plan applies to all buildings whether they are a leaky building or not. A Long-Term Maintenance Plan assesses the typical maintenance costs and useful lives of building components based on the building being properly and professionally constructed. It is important to note that this report is not a Leaky Building Report. A full leaky building report requires destructive testing, engineering assessment, specification writing and the calling of competitive tenders to ascertain full costs. A Long-Term Maintenance Plan obviously does not involve this process. However, the report will calculate the remaining life of each building component based on its condition at the time of inspection so deterioration caused by a leaky building issue will affect this part of the building data collected.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate). This plan deals only with estimating the timing of physical obsolescence.

Improvements - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. Allowances for ongoing maintenance programs allows funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Updates - The forecast is made with the best available data at this time. The forecast must be reviewed at least once every three years according to section 30(2) of the *Unit Titles Regulations 2011*. We recommend a minimum of bi-annual updates.

Your FREE amendment (conditions) - In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report

COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545

Held on:	Wednesday 27 August 2025
At:	Quayside Apartments, 11 George Street, Whakatane
Meeting Opened At:	2.00 pm

1. PRESENT

Daimen Jones (Chairperson), Simon Woolley, Graeme Ennis, Christine Wilkins, Clayton Toweel *(Programmed Maintenance Services (NZ) Limited)* and David Shea *(Body Corporate Administrator)*.
Via Zoom: Peter Collett

2. APOLOGIES

Mike Price and Brendon Butt.

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

That Daimen Jones is both a committee member and the Manager.

5. PROGRAMMED PROPERTY SERVICES PAINTING | MAINTENANCE PROPOSAL (PPS)

Clayton Toweel from Programmed Property Services (PPS) attended to discuss their maintenance proposal.

The Chair introduced Clayton and summarised a change to the original contract to remove the structural steel repaint component. PPS need to clarify the specifications and the best product to use to coat the steel to achieve the required fire rating and to comply with the code. It is understood this has standard has changed since Quayside was built. The Applicators need to be qualified to be able to certify the application and there has been difficulty getting the right person to advise on this. This is a fire rating issue relating to the height of the building determining the fire rating to apply i.e. 30-60-90 minutes. This enables the steel to deal with heat in a fire – the thickness of the coating denotes the rating, and the product/paint is very expensive, so it is important to get the thickness right. The product manufacturer needs to confirm the specifications required to provide a warranty for the paint and the Applicator being PPS.

While it had been hoped that only affected sections of steelwork could be painted. It is now understood however that Altex Coatings (the Manufacturer) will only provide a warranty if the steel is fully stripped and coated.

While the specification is thought to be known this is based on the as built plans however clarity is needed from Council or a Fire Engineer to confirm the rating requirement.

Daimen is still getting his head around a partial or full coating system where it is known that only around 20% of the total area appears to need recoating. He suggested to keep the project moving that the building should be repainted then keep working on the steel work painting. There is extra cost if the jobs are dealt with separately.

PPS confirm that they will get staff qualified as authorised applicators for the specified coating system rather than use outside contractors.

It was suggested a fire engineer can advise on the steel specifications and review the existing fire report - all agreed and Daimen to facilitate this.

Daimen suggested the Committee now confirm the balance of the painting proposal and summarised:

- Before painting a chemical wash will be done using chemicals that will not damage the sealant.

- There was a query over waterproofing (item 5). Daimen needs to confirm more details around crack repairs. Confirmed that PPS will use certified a applicator only (Certified Coatings).

- On the interior, it was suggested two coats be put around the windows –agreed by PPS.

- On the exterior it was confirmed where there is damage to the columns this will be repaired then painted.

- There was a query on there having been any feedback from commercial owners – PPS confirmed not to date however they will work with each shop and not block entry ways and minimise any potential disruption.

- The car park floor is made up of concrete slabs with sealing between that needs to be resealed. Also, any cracks are being ground out and repaired. It was noted that all will be sealed where they can be seen but there is always a chance there may be other minor unseen cracks.

- It was confirmed the work will take approximately 6-8 weeks with commencement September/October, but PPS will come back to confirm.

Moved: That the revised quote tabled for the building repaint but exclusive of the steelwork is accepted as tabled.

Simon Woolley / Christine Wilkins
Carried

Clayton was thanked for attending and left the meeting.

6. GENERAL BUSINESS

Fire Protection for Lower Car Park

There is a need to replace a section of the fire system due to failure. This is causing faults which are very expensive to attend site to resolve.

A quote received from Argus is $7680 plus GST to replace 48 sensors however Daimen has an alternative solution at around 50% of the cost. Confirmation is needed to confirm the alternative will comply with the buildings fire report, but this has been signed off by Argus. This will need to be confirmed by the Fire Engineer who will also be asked about the fire rating for the steelwork and the door hold back proposal.

Query from Last Committee Meeting

There was a query from the minutes of the last committee meeting and whether there continues to be an issue with one of the commercial tenants? The manager confirmed there had been another issue requiring police involvement but there have been no further issues since then. It was noted there is an increase in CCTV surveillance which helps and that the Unit owner and the Managers are satisfied with this outcome, so no further action is required at this stage.

7. CLOSURE

The meeting closed at approximately 3.20 pm.

NOTICE OF COMMITTEE MEETING
QUAYSIDE BODY CORPORATE 413545

Date: Wednesday 27 August 2025
Time: 2.00 pm
Venue: Quayside Apartments, 11 George Street, Whakatane

Agenda Items

1. Attending
2. Apologies
3. Quorum
4. Declared Conflicts of Interest
5. Minutes of last meeting
    a) 30 January 2025
6. Matters arising
7. Maintenance Programming – Clayton in attendance
8. General Business
9. Date of Next Meeting

COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545

Held on:	Thursday 30 January 2025
At:	Quayside Apartments, 11 George Street, Whakatane
Meeting Opened At:	3.00 pm

1. PRESENT

Daimen Jones (Chairperson), Simon Woolley, mike Price, Christine Wilkins, Peter Collett and David Shea (Body Corporate Administrator).

2. APOLOGIES

Graeme Ennis and Brendon Butt.

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

Daimen Jones is both a committee member and the Manager.

5. MINUTES OF LAST MEETING

Minutes of the previous Committee Meeting held 10 October 2024 had been distributed to all owners following the meeting.

6. MATTERS ARISING

- Lift Phone – this is being upgraded tomorrow (31 January 2025).
- Defibrillator – this has been purchased and needs to be wall mounted in a cabinet at an accessible location.

7. FINANCIAL YEAR END

This report had been prepared by Quay Property Management Limited and circulated to the Committee just prior to the meeting.

There was discussion on overdue levies with some being over 90 days. Quay Property Management Limited is chasing and will update the committee in fourteen days.

Quay Property Management Limited and the managers are to review costs to see if any can come out of the Long-Term Maintenance Fund.

There was a query on the insurance renewal and the process around this - the committee needs to be aware of options ahead of the renewal with visibility. Quay Property Management Limited/Gallaghers are to ensure going forward renewal must be reported fully to the Committee.

There was a query on the new Smata invoice approval process introduced by Quay and how the Committee approves monthly invoices.

Given the Committee hasn't been given much opportunity to review the accounts ahead of them going to the accountants to finalise all were asked to further review and come back to Quay with any queries.

Moved: That the financial year end report be accepted as tabled to be presented at the AGM.

Simon Woolley / Mike Price
Carried

8. LONG-TERM MAINTENANCE PLAN

Solutions in Engineering met with the Mangers and prepared the Long-Term maintenance plan. The Manager had supplied actual figures applicable to some items appearing on the plan where possible. It was noted there are substantial increases in contributions to the Long-Term maintenance Fund given the new 30-year plan. Given it is difficult to find painting contractors who can offer a spread of cost option and attend to both painting and waterproofing it was agreed the Long Term should be tabled at the upcoming AGM for approval with the inclusion of the Programmed maintenance costs.

9. PROGRAMMED PROPERTY SERVICES PAINTING | MAINTENANCE PROPOSAL (PPS)

This had been discussed at the last meeting and the cost for repainting and waterproofing maintenance as quoted by Programmed maintenance has been included in the plan. There was discussion on the second Carus quote however it excludes some waterproofing items, so it is not an "apples for apples" comparison therefore difficult to compare.

There was further discussion on the Programmed maintenance quote, and it was agreed:

- Ask if the repayments could reduce if payment is made monthly rather than annually?
- As Programmed Maintenance to attend AGM to summarise their proposal.
- It was agreed not to consider the Carus' quote any further due to there being no inclusion of the waterproof component.
- The Programmed quote is supported by the Committee given the comprehensive content

10. TENANCY ISSUE

There have been complaints from one of the retail tenancies that there are smells from the restaurant entering the shop. Daimen has spent a lot of time dealing with this complaint. Management has asked the tenant and landlord that this smoke door is to stay closed, however the Tenant has not been complying.

The tenant has been to Council to complain about the matter who have been to site multiple times. It was ratified by Council that the smoke door must remain closed.

The tenant may want to install a hold open device on the fire door to allow it to remain open however approval is required from the Body Corporate for this to proceed. There is concern around this that the Body Corporate would need to cover associated compliance costs for this feature if the Tenant proceeds.

Christine Wilkins left the meeting at 4.30 pm to attend another appointment

In dealings on this matter, both Daimen and Rebecca have been verbally abused by the Tenant which is not acceptable. Accordingly, it was suggested and agreed the Managers should be dealing with the unit owner and not the tenant and the tenant must deal with his landlord and not the Body Corporate or the Manager except in emergency. There is also a history of abuse to contractors (from the same Tenant) who refuse to come back to site.

Quay Property Management Limited is instructed to write to the Unit Owners setting out the above concerns.

It was also suggested there is a need to send them 'no vaping or smoking in common areas" to the Body Corporates Operational Rules.

There was further discussion on there being mess around the Chiller that is in common area – this is not acceptable. Quay to put the Unit Owner on notice that the Tenant must keep the area clean around the chiller and unless improved the Body Corporate reserves the right to require removal of the chiller.

11. COMPLIANCE – BUILDING VENTILATION

The Council has noted that the existing extractor fans may require bi-annual checks for fans. The Manager has hopefully managed to reduce this to annually. When building compliance is required by IQP contractors, the tenant must be reasonable to allow the checks to occur.

12. DECK OUTLETS

Arid Technology is booked for 5 February to deal with some outlet waterproofing maintenance. The issue is the membrane breaking down and letting water through. This has been dealt with successfully in the past on other Units and just a maintenance membrane touch up.

13. DECK TAPS

The plastic covers behind the taps have failed and require replacement to all units.

14. HEALTH AND SAFETY

It was confirmed there is currently a legacy product is in place however this is unwieldly and requires updating. It was agreed there is a need to get a Site-Specific plan for the building from Solutions in Engineering. Quay Property Management Limited to order through Solutions in Engineering.

15. BUILDING WASHDOWN

It was agreed to delay the washdown at circa $10,00.00 until after the building is painted.

16. SECURITY AND FIRE DOOR UPGRADE

Fire Doors on each floor.

These doors are not compliant if left open. They are quite difficult to open and are being damaged when moving items past them. A quote was tabled at $1,300.00 per floor for hold backs which allow the doors to stay open but are released and close in emergency. The manager confirmed the need to have a fire report prepared for consent (permit) to add to the compliance schedule. It is suggested it would be better to be completed now ahead of any painting due to ongoing damage.

All agreed to proceed at a cost of $3,900.00 plus $1,500.00 for the permit. It is noted a fire report will also be required.

CCTV

There have been issues with others (non-Owners) entering the car park. Existing cameras cover the back gate, lift and pool but there is a need to have extra cameras in the car park area. The current CCTV can have two more cameras added at a cost of $570.00 plus GST, but this is old technology and poor quality – it is getting to the end of its life.

The cost to upgrade the current system is $2,750.00 plus GST for six cameras, hard drive and video recorder. Two additional cameras will cost $670.00. It was also suggested an additional camera would be useful to cover the lifts but after further discussion, an internal camera was thought unnecessary.

A camera could also be put on the gate to record number plates at a cost of $1,200.00 plus GST which would also be linked to the computer.

It was agreed to install cameras in the car park at a cost of $2,750.00 plus $670.00 for an additional one and the camera to record number plates.

Moved: That the security system be upgraded at a maximum cost of $5,000.00 plus GST.

Peter Collett / Simon Woolley
Carried

17. GENERAL BUSINESS

- Insurance – A query was received re carpet cover within Units. It was confirmed this is included in the Body Corporate insurance material damage policy.

18. CLOSURE

The meeting closed at approximately 5.23 pm.

COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545

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Christine Wilkins left the meeting at 4.30 pm to attend another appointment

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The cost to upgrade the current system is $2,750.00 plus GST for six cameras, hard drive and video recorder. Two additional cameras will cost $670.00. It was also suggested an additional camera would be useful to cover the lifts but after further discussion, an internal camera was thought unnecessary.

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It was agreed to install cameras in the car park at a cost of $2,750.00 plus $670.00 for an additional one and the camera to record number plates.

Moved: That the security system be upgraded at a maximum cost of $5,000.00 plus GST.

Peter Collett / Simon Woolley
Carried

17. GENERAL BUSINESS

- Insurance – A query was received re carpet cover within Units. It was confirmed this is included in the Body Corporate insurance material damage policy.

18. CLOSURE

The meeting closed at approximately 5.23 pm.

NOTICE OF COMMITTEE MEETING
QUAYSIDE BODY CORPORATE 413545

Date: Thursday 30 January 2025
Time: 3.00 pm
Venue: Quayside Apartments, 11 George Street, Whakatane

Agenda Items

1. Attending
2. Apologies
3. Quorum
4. Declared Conflicts of Interest
5. Minutes of last meeting
    a) 10 October 2024
6. Matters arising
7. Financial Year to Date
8. Long-Term Maintenance Plan
9. Maintenance Review
10. On-Site Monitoring
11. General Business
12. Date of Next Meeting
    a) AGM scheduled for Tuesday 25 March 2025 @ 3.00 pm

COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545

Held on:	Thursday 10 October 2024
At:	Quayside Apartments, Whakatane
Meeting Opened At:	2.00 pm

1. PRESENT

Daimen Jones (Chairperson), Mike Price, Brendon Butt, Graeme Ennis, Christine Wilkins, Graeme Dunning, Peter Collett and David Shea (Body Corporate Administrator).
Via Zoom: Simon Woolley

2. APOLOGIES

Nil – All in attendance.

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

Nil (noting earlier disclosure of Daimen Jones being Committee Chair and Building Manager).

5. MINUTES OF LAST MEETING

Minutes of the previous Committee Meeting held 22 February 2024 had been distributed to all owners following the meeting.

Moved: That minutes of the Committee Meeting held 22 February 2024 are a true and correct record of that meeting.

Peter Collett / Mike Price
Carried

6. MATTERS ARISING

- There has been no progress on purchase of a defibrillator due to none being available within budget. Accordingly, it was agreed that the manager is to procure the best value option.
- Confirmed the sealant works have been completed. The manager confirmed that overall, he is happy with the quality of the work but it took a long time to complete.
- Long-Term Maintenance Plan –Solutions in Engineering have been on site and have commenced work on the plan however this is on hold pending confirmed pricing for a painting/maintenance programme to incorporate into the Plan. For discussion later at this meeting.
- It was confirmed that no lock box has been installed due to that Owner deciding not to rent via Air BnB.

7. MANAGERS REPORT

Apart from other matters to be discussed at this meeting the Manager confirmed that a lot of work has gone in to the completed sealant maintenance project and all other building matters are under control.

8. FINANCIAL YEAR TO DATE

This report had been prepared by Quay Property Management Limited and circulated to the Committee prior to the meeting.

There was discussion on transfer to Strata and Smata software reporting systems. It was confirmed that the Quayside file has been converted/transferred to the new system with better reporting and communication with the committee will be available going forward.

There was a query over any final payment being due to SS Build? It was confirmed there had been a claim from SS Build for further unapproved work that had been pushed back on and it is thought there is now nothing further due for payment. At the end of the day the manager confirmed that the job had been completed well with good overall workmanship and at a good end cost.

The financial year to date report was accepted as tabled.

9. PROGRAMMED PROPERTY SERVICES PAINTING/MAINTENANCE PROPOSAL (PPS)

A proposal was tabled for preventative maintenance for the building for the next seven years. The Manager confirmed that in order to prepare a proposal PPS has been to site several times, and they have involved other parties to advise on specific specialist systems – i.e. water proofing, structural steel work etc. A copy of the PPS proposal is attached.

It is now known the structural steel has a protective coating to protect it in case of fire. This is part of the consent and compliance for the building and as such it is very important to maintain in order to comply.

Peter suggested that he had past experience with PPS and found them excellent however there should still be a need to have other options and pricing ahead of acceptance of any proposal.

The PPS proposal is based on a spread of payment for all items identified with the work undertaken now and the building maintained for the seven-year period. There was discussion on other options without spread of costs and how the work could then be paid for. This would require significant lump sum contributions from Unit Owners which is not considered a viable option. It was agreed that given the building is now twelve years old that there is an immediate need to repaints and carry out other preventative maintenance as proposed.

It was suggested and agreed that if the work is done up front and paid over the next seven years this leaves the Body Corporate less exposed if the Contractor gets into any financial difficulty compared to paying up front and work done in the future.

This will be an integral component to the Long-Term Maintenance Plan.

There was discussion on there being any other Contractor able to offer the same maintenance spread of cost option that PPS has available. It was suggested that Carrus offers this and agreed that the Manager contact them seeking an alternative like for like quote. In the meantime, and in order to finalise the Long-Term Maintenance Plan it was agreed to use the PPS cost as the figure to use in the Plan. If any alternative lesser cost eventuates the plan can be amended accordingly.

Consideration is to be given to the timing of carrying out the building repainting work. The Manager to enquire from the Contractor as to the optimum time.

Daimen was thanked for the practical solutions he had delivered to the meeting and for his efforts work to get to this stage.

In terms of how to progress acceptance of both the repaint/maintenance proposal and the Long-Term Maintenance Plan it was suggested and agreed it is better to deal with this at an EGM. If delayed until the AGM this may mean the best opportunity weather wise to repaint the building is missed. Simon queried the timing of the provision of the Long-Term Maintenance Plan, and it was confirmed that Solutions in Engineering had been to site and now only has to insert the PPS painting cost so the draft plan should be available quite quickly.

Moved: That the PPS price be used to complete the draft Long Term Maintenance Plan for the Committee to review ahead of tabling the Plan to an EGM for acceptance by the Body Corporate.

Simon Woolley / Brendon Butt
Carried

Noted that if a better quote is received, amendments can be made to the Plan as necessary.

Next steps:

- Complete plan
- Obtain Carus quote
- Call a committee meeting when information is available

10. EMERGENCY LIFT PHONE

The Manager advised that the lift phone is connected via copper which is going to be disconnected from next year. This means a new connection is required via a modem. Kone have quoted $2,800.00 which is cheaper than the alternative quote Chorus. Given Kone are the service providers for the lift it was agreed the Kone proposal be accepted. Unanimously approved.

11. FIRE DOORS

There had been earlier discussion on the hold backfire door proposal necessary in order to comply with the fire code. Unless fitted, the fire doors must remain closed at all times which is an issue for a number of owners who find it difficult to open them. There is also better ventilation when the doors are open and also when closed there is no visual view when opening them which could be dangerous.

It was agreed the Manager is to obtain pricing and include this in next year's budget.

12. CARPARK

There is one shop complaining about a bad smell in the car park. Council have now been involved who are investigating. It is thought the ventilation system may need to be upgraded by shifting the extractor vent elsewhere. The Manager is to monitor and update all if any further progress is made.

13. CLOSURE

The meeting closed at approximately 3.33 pm.

Long-Term Maintenance Plan

Quayside Apartments

11 George Street

Whakatane 3158

Unit Plan 413545

Report details	
Inspection date:	30/09/2024
Inspector:	Jared Fisher

P > 0800 136 036 F > 0800 136 037 W > www.solutionsinengineering.com

1/11/2024

The Body Corporate Committee Members
Quayside Apartments
11 George Street
Whakatane 3158

Dear Committee Members,

Thank you for appointing our company to conduct your Long-Term Maintenance Plan.

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast maintenance expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual long-term maintenance fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Utility Interest (Total long term maintenance fund levy divided by utility interests)	$1.939
Total Utility Interests	100000
Total Long Term Maintenance Fund Levy	$193,890.00

The data used to arrive at the above figures is in the attached report (which includes GST). It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	**Page No.**
Owners Report Summary	**Section 1**
Building Details and Report Inputs Page	2
30 Year Cash Flow Tracking & Graph with New Levies	4
Report Detail	**Section 2**
30 Year Anticipated Expenditure Table	6
Building Data List from Property Inspection	16
Inspector's Building Report & Building Specific Report Notes	33
Report Notes	35

All services provided by Solutions in Engineering are supplied on the basis of our 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsinengineering.com

If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 0800 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,

The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Quayside Apartments
Building Address	11 George Street Whakatane 3158
Unit Plan No.	413545
Plan Type	Unit Plan
Registered Plan Date/Year of Construction	2009
Number of Utility Interests	100000
Number of Units	55
Estimated Long Term Maintenance Fund Balance	$273,467
Starting date of Financial Year for Report	1/11/2024
GST Status	Registered for GST
Current Long-Term Maintenance Levy per Utility interests (Inc. GST)	0.575

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over $10,000) Years 1 - 3	4.50%
Assumed Interest Rate on invested funds (For funds over $10,000) Years 4 - 30	3.50%
Company Taxation Rate	28.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 1 - 3	3.24%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 4 - 30	2.52%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	4.50%
Forecast Period - Number of years the plan forecasts	30 years

30 Year Levy Table

Year	Year To	Total Contribution		Contribution per Utility Interest		Quarterly Contribution	
	dd/mm/yyyy	Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/10/2025	193,890.00	25,290.00	1.939	0.253	0.485	0.063
2	31/10/2026	201,645.60	26,301.60	2.016	0.263	0.504	0.066
3	31/10/2027	209,711.42	27,353.66	2.097	0.274	0.524	0.068
4	31/10/2028	218,099.88	28,447.81	2.181	0.284	0.545	0.071
5	31/10/2029	226,823.87	29,585.72	2.268	0.296	0.567	0.074
6	31/10/2030	235,896.83	30,769.15	2.359	0.308	0.590	0.077
7	31/10/2031	245,332.71	31,999.92	2.453	0.320	0.613	0.080
8	31/10/2032	255,146.02	33,279.92	2.551	0.333	0.638	0.083
9	31/10/2033	265,351.85	34,611.11	2.654	0.346	0.664	0.087
10	31/10/2034	275,965.93	35,995.56	2.760	0.360	0.690	0.090
11	31/10/2035	287,004.56	37,435.38	2.870	0.374	0.718	0.094
12	31/10/2036	298,484.74	38,932.79	2.985	0.389	0.746	0.097
13	31/10/2037	310,424.13	40,490.10	3.104	0.405	0.776	0.101
14	31/10/2038	322,841.10	42,109.71	3.228	0.421	0.807	0.105
15	31/10/2039	335,754.75	43,794.10	3.358	0.438	0.840	0.110
16	31/10/2040	311,420.00	40,620.00	3.114	0.406	0.779	0.102
17	31/10/2041	323,876.80	42,244.80	3.239	0.422	0.810	0.106
18	31/10/2042	336,831.87	43,934.59	3.368	0.439	0.842	0.110
19	31/10/2043	350,305.15	45,691.98	3.503	0.457	0.876	0.114
20	31/10/2044	364,317.36	47,519.66	3.643	0.475	0.911	0.119
21	31/10/2045	378,890.05	49,420.44	3.789	0.494	0.947	0.124
22	31/10/2046	394,045.65	51,397.26	3.940	0.514	0.985	0.128
23	31/10/2047	409,807.48	53,453.15	4.098	0.535	1.025	0.134
24	31/10/2048	426,199.78	55,591.28	4.262	0.556	1.066	0.139
25	31/10/2049	443,247.77	57,814.93	4.432	0.578	1.108	0.145
26	31/10/2050	460,977.67	60,127.52	4.610	0.601	1.153	0.150
27	31/10/2051	479,416.78	62,532.62	4.794	0.625	1.199	0.156
28	31/10/2052	498,593.46	65,033.93	4.986	0.650	1.247	0.163
29	31/10/2053	518,537.20	67,635.29	5.185	0.676	1.296	0.169
30	31/10/2054	539,278.69	70,340.70	5.393	0.703	1.348	0.176

30 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated **'Opening Balance'** at the start of the first financial year which you provided to us. We then add the **'Total Levy Contributions'** for the year and any **'Interest'** on balances greater than $10,000. Any **'Anticipated Expenses'** (including contingency allowance) are then allowed for leaving a **'Closing Balance'** for the year which in turn becomes the **'Opening Balance'** for the following year. In summary:

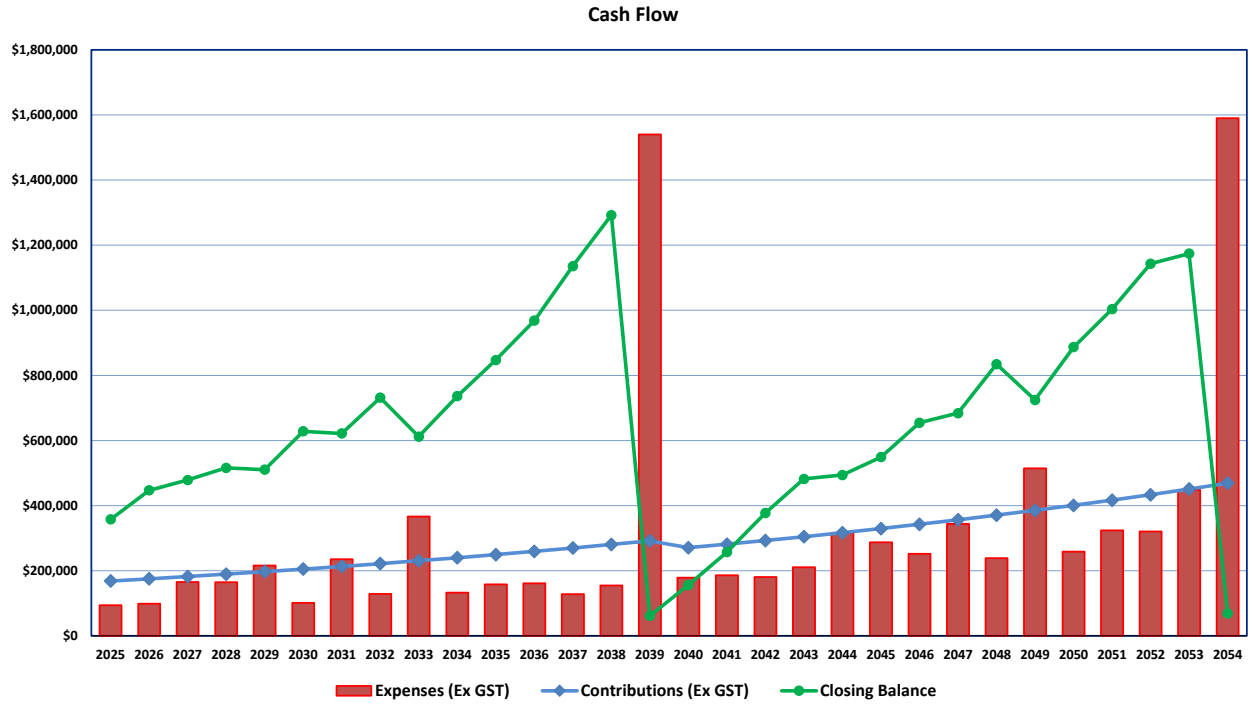
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	31/10/2025	273,467.00	168,600.00	10,064.23	94,285.22	357,846.01
2	31/10/2026	357,846.01	175,344.00	12,829.59	99,086.09	446,933.51
3	31/10/2027	446,933.51	182,357.76	14,756.02	165,359.13	478,688.16
4	31/10/2028	478,688.16	189,652.07	12,378.92	164,574.78	516,144.37
5	31/10/2029	516,144.37	197,238.15	12,773.32	215,771.30	510,384.54
6	31/10/2030	510,384.54	205,127.68	14,169.01	101,372.17	628,309.06
7	31/10/2031	628,309.06	213,332.79	15,554.89	235,435.65	621,761.09
8	31/10/2032	621,761.09	221,866.10	16,839.72	128,902.61	731,564.30
9	31/10/2033	731,564.30	230,740.74	16,719.78	366,902.61	612,122.21
10	31/10/2034	612,122.21	239,970.37	16,778.71	132,571.30	736,299.99
11	31/10/2035	736,299.99	249,569.18	19,704.61	158,311.30	847,262.48
12	31/10/2036	847,262.48	259,551.95	22,588.28	161,356.52	968,046.19
13	31/10/2037	968,046.19	269,934.03	26,179.24	128,308.70	1,135,850.76
14	31/10/2038	1,135,850.76	280,731.39	30,213.92	154,502.61	1,292,293.46
15	31/10/2039	1,292,293.46	291,960.65	16,844.71	1,539,666.09	61,432.73
16	31/10/2040	61,432.73	270,800.00	2,707.37	178,794.78	156,145.32
17	31/10/2041	156,145.32	281,632.00	5,143.24	185,728.70	257,191.86
18	31/10/2042	257,191.86	292,897.28	7,895.26	180,673.04	377,311.36
19	31/10/2043	377,311.36	304,613.17	10,692.35	210,636.52	481,980.36
20	31/10/2044	481,980.36	316,797.70	12,146.38	316,760.00	494,164.44
21	31/10/2045	494,164.44	329,469.61	12,980.54	287,596.52	549,018.07
22	31/10/2046	549,018.07	342,648.39	14,977.98	251,955.65	654,688.79
23	31/10/2047	654,688.79	356,354.33	16,656.88	343,757.39	683,942.61
24	31/10/2048	683,942.61	370,608.50	18,895.85	238,823.48	834,623.48
25	31/10/2049	834,623.48	385,432.84	19,402.53	514,796.52	724,662.33
26	31/10/2050	724,662.33	400,850.15	20,050.49	258,866.09	886,696.88
27	31/10/2051	886,696.88	416,884.16	23,519.14	323,679.13	1,003,421.05
28	31/10/2052	1,003,421.05	433,559.53	26,710.57	320,514.78	1,143,176.37
29	31/10/2053	1,143,176.37	450,901.91	28,834.45	448,806.09	1,174,106.64
30	31/10/2054	1,174,106.64	468,937.99	15,465.81	1,589,706.09	68,804.35

30 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total maintenance fund contributions per year.
- Expenses line – Total anticipated expenses in each year.
- Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 30 years. From left to right the columns are:

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 1 to 15 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the '**Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - this is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	98,571	98,571	98,571	98,571	98,571	98,571	98,571	98,571	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	134,141	-	-	-	-	-	-	-	134,141	134,141	134,141	134,141	134,141	134,141	134,141	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	182,547	-	-	-	-	-	-	-	-	-	-	-	-	-	-	182,547
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	370,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	716,055

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	9,097	-	-	-	-	-	-	12,380	-	-	-	-	-	-	16,847	-
Concrete panel expansion joint - replacement - allowance	13,300	-	-	-	-	16,574	-	-	-	-	-	-	-	-	-	25,739
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1,100	-	1,201	-	-	-	1,432	-	-	-	1,708	-	-	-	2,037	-
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	14,805	-	-	-	17,655	-	-	-	-	-	-	-	25,108	-	-	-
Balconies - waterproofing replacement	47,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	91,485
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	3,008	-	-	3,433	-	-	-	4,093	-	-	-	4,882	-	-	-	-
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	1,543	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**98,571**	**99,772**	**102,004**	**116,226**	**115,145**	**100,003**	**115,044**	**134,141**	**134,141**	**135,849**	**139,023**	**159,249**	**134,141**	**153,025**	**1,015,826**
2. WORK AT HEIGHTS ACCESS																
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	11,499	-	-	-	-	14,330	-	-	-	-	-	-	-	-	-	22,254
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**14,330**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22,254**
3. ROOFING																
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Main roof - waterproofing replacement	159,434	-	-	-	-	-	-	-	-	236,934	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	5,301	-	-	6,049	-	-	-	7,214	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	2,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,129
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	3,300	-	-	3,766	-	-	-	4,491	-	-	-	5,355	-	-	-	6,386
Sub Total (Incl. GST)		**0**	**0**	**9,815**	**0**	**0**	**0**	**11,705**	**0**	**236,934**	**0**	**5,355**	**0**	**0**	**0**	**11,514**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
4. PROPERTY INTERIOR																
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	39,963	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	36,595	-	-	-	-	-	-	-	-	-	-	-	-
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	437	-	-	-	521	-	-	-	621	-	-	-	741	-	-	-
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	929	-	-	-	1,108	-	-	-	-	-	-	-	1,575	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**36,595**	**1,629**	**39,963**	**0**	**0**	**621**	**0**	**0**	**0**	**2,316**	**0**	**0**	**0**
5. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Driveway and parking - replacement of bitumen surface topcoat	62,037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,059
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	3,057	-	-	3,489	-	-	-	-	-	4,543	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	1,542	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	5,358	-	-	6,114	-	-	-	-	-	7,963	-	-	-	-	-	10,369
Concrete parking area - waterproofing membrane repaint	42,450	-	-	-	50,622	-	-	-	-	-	-	-	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	3,218	-	-	-	-	-	-	-	4,576	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	-	-	3,672	-	-	-	-	-	-	-	5,222	-
Entry security gate - replacement	7,700	-	-	-	-	9,596	-	-	-	-	-	-	-	-	-	-
Entry security gate motor - replacement	1,150	-	-	-	-	1,433	-	-	-	-	-	-	-	-	-	2,226
Sub Total (Incl. GST)		**0**	**0**	**12,821**	**50,622**	**11,029**	**3,672**	**0**	**0**	**12,505**	**0**	**4,576**	**0**	**0**	**5,222**	**132,654**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
6. SWIMMING POOL AND EXTERIOR DECKING																
Composite decking - inspection and repairs (Total: 101 m2) - 10%	670	-	732	-	-	-	873	-	-	-	1,040	-	-	-	1,241	-
Pool furniture - replacement - allowance	5,500	-	-	-	-	6,854	-	-	-	-	-	-	-	-	-	-
Pool cover - replacement - allowance	4,500	-	-	5,135	-	-	-	-	-	-	-	7,303	-	-	-	-
Pool resurfacing and repairs	23,000	-	-	-	-	28,662	-	-	-	-	-	-	-	-	-	44,512
Pump replacement - allowance	1,726	-	-	-	-	-	-	-	-	-	-	-	2,927	-	-	-
Pump replacement - allowance	1,726	-	1,885	-	-	-	-	-	-	-	-	-	-	-	-	-
Filter replacement - allowance	2,476	-	-	-	-	-	-	-	-	-	-	-	4,199	-	-	-
Sub Total (Incl. GST)		**0**	**2,617**	**5,135**	**0**	**35,516**	**873**	**0**	**0**	**0**	**1,040**	**7,303**	**7,126**	**0**	**1,241**	**44,511**
7. GYMNASIUM, SAUNA AND TOILET AREA																
Gymnasium equipment - upgrade or replace - allowance	7,700	-	-	-	-	9,596	-	-	-	-	-	-	-	-	-	-
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	3,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,386
Sauna - replacement	4,995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,667
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**9,596**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16,053**
8. FIXTURES AND FITTINGS																
Letterbox replacement	3,916	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,579
Complex signage structure - maintain	750	-	-	856	-	-	-	-	-	-	-	1,217	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**856**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,217**	**0**	**0**	**0**	**7,579**
9. LIFTS																
Lift interior refurbishment	3,000	-	-	-	3,578	-	-	-	-	-	-	-	-	-	-	-
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	180,687	-	-	-	-	-	-	-	-	-	-	-	-	-	-	349,680
Sub Total (Incl. GST)		**0**	**0**	**0**	**3,578**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**349,680**
10. REFUSE																
Garbage systems and rubbish chute - repair or maintain	1,100	-	1,201	-	-	-	1,432	-	-	-	1,708	-	-	-	2,037	-
Sub Total (Incl. GST)		**0**	**1,201**	**0**	**0**	**0**	**1,432**	**0**	**0**	**0**	**1,708**	**0**	**0**	**0**	**2,037**	**0**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
11. ELECTRICAL																
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security access system upgrades - common systems only - allowance - intercom and fob key access	30,525	-	-	-	-	-	-	41,540	-	-	-	-	-	-	-	-
CCTV camera and system upgrades - common systems only - allowance	26,679	-	-	-	-	-	-	36,306	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**77,846**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
12. FIRE PREVENTION																
Fire smoke curtain roller door - replacement	14,300	-	-	-	-	-	-	19,460	-	-	-	-	-	-	-	-
Control panel replacement or upgrade	11,277	-	-	-	-	-	-	15,346	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**34,806**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
13. WATER																
Plumbing and pipe maintenance - common systems only - allowance	4,950	-	-	5,649	-	-	-	6,736	-	-	-	8,033	-	-	-	9,580
Sub Total (Incl. GST)		**0**	**0**	**5,649**	**0**	**0**	**0**	**6,736**	**0**	**0**	**0**	**8,033**	**0**	**0**	**0**	**9,580**
Grand Total (Incl. GST)		**98,571**	**103,590**	**172,875**	**172,055**	**225,579**	**105,980**	**246,137**	**134,762**	**383,580**	**138,597**	**165,507**	**168,691**	**134,141**	**161,525**	**1,609,651**
Contingency Allowance (Incl. GST)		**9,857**	**10,359**	**17,288**	**17,206**	**22,558**	**10,598**	**24,614**	**13,476**	**38,358**	**13,860**	**16,551**	**16,869**	**13,414**	**16,153**	**160,965**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**108,428**	**113,949**	**190,163**	**189,261**	**248,137**	**116,578**	**270,751**	**148,238**	**421,938**	**152,457**	**182,058**	**185,560**	**147,555**	**177,678**	**1,770,616**

Anticipated Expenditures Table Year 16 - 30

This table shows when expenses will occur in years 16 - 30. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 16 to 30 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the '**Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - this is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	98,571	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	134,141	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	182,547	182,547	182,547	182,547	182,547	182,547	182,547	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	248,422	248,422	248,422	248,422	248,422	248,422	248,422	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	248,422	248,422
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	370,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,385,768

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	9,097	-	-	-	-	-	22,927	-	-	-	-	-	-	31,200	-	-
Concrete panel expansion joint - replacement - allowance	13,300	-	-	-	-	-	-	-	-	-	39,972	-	-	-	-	-
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1,100	-	-	2,429	-	-	-	2,897	-	-	-	3,455	-	-	-	4,120
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	14,805	-	-	-	-	35,705	-	-	-	-	-	-	-	50,777	-	-
Balconies - waterproofing replacement	47,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	3,008	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	1,543	-	-	-	-	-	3,889	-	-	-	-	-	5,064	-	-	-
Sub Total (Incl. GST)		**182,547**	**182,547**	**184,976**	**182,547**	**218,252**	**209,363**	**251,319**	**248,422**	**248,422**	**288,394**	**251,877**	**253,486**	**330,399**	**248,422**	**1,638,310**
2. WORK AT HEIGHTS ACCESS																
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	11,499	-	-	-	-	-	-	-	-	-	34,559	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**34,559**	**0**	**0**	**0**	**0**	**0**
3. ROOFING																
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Main roof - waterproofing replacement	159,434	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	5,301	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	2,650	-	-	-	-	-	6,679	-	-	-	-	-	8,697	-	-	-
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	3,300	-	-	-	7,616	-	-	-	9,082	-	-	-	10,831	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**7,616**	**0**	**6,679**	**0**	**9,082**	**0**	**0**	**0**	**19,528**	**0**	**0**	**0**
4. PROPERTY INTERIOR																

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	-	-	-	-	-	96,378	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	-	-	-	88,256	-	-	-	-	-	-	-
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	437	884	-	-	-	1,054	-	-	-	1,257	-	-	-	1,499	-	-
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	929	-	-	-	-	2,240	-	-	-	-	-	-	-	3,186	-	-
Sub Total (Incl. GST)		**884**	**0**	**0**	**0**	**3,294**	**0**	**0**	**88,256**	**1,257**	**96,378**	**0**	**0**	**4,685**	**0**	**0**
5. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	0	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0
Driveway and parking - replacement of bitumen surface topcoat	62,037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	3,057	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	1,542	-	-	-	-	-	3,886	-	-	-	-	-	5,061	-	-	-
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	5,358	-	-	-	-	-	13,503	-	-	-	-	-	17,585	-	-	-
Concrete parking area - waterproofing membrane repaint	42,450	-	-	-	-	102,377	-	-	-	-	-	-	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	6,508	-	-	-	-	-	-	-	9,255	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	-	-	-	7,427	-	-	-	-	-	-	-	10,562
Entry security gate - replacement	7,700	-	-	-	-	-	-	-	-	-	23,142	-	-	-	-	-
Entry security gate motor - replacement	1,150	-	-	-	-	-	-	-	-	-	3,456	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**6,508**	**102,377**	**17,389**	**7,427**	**0**	**0**	**26,598**	**0**	**31,901**	**0**	**0**	**10,562**
6. SWIMMING POOL AND EXTERIOR DECKING																
Composite decking - inspection and repairs (Total: 101 m2) - 10%	670	-	-	1,480	-	-	-	1,765	-	-	-	2,104	-	-	-	2,509
Pool furniture - replacement - allowance	5,500	-	11,624	-	-	-	-	-	-	-	-	-	-	-	19,712	-

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
Pool cover - replacement - allowance	4,500	-	-	-	10,385	-	-	-	-	-	-	-	14,769	-	-	-
Pool resurfacing and repairs	23,000	-	-	-	-	-	-	-	-	-	69,125	-	-	-	-	-
Pump replacement - allowance	1,726	-	-	-	-	-	-	-	-	-	-	5,421	-	-	-	-
Pump replacement - allowance	1,726	3,491	-	-	-	-	-	-	-	-	-	-	-	-	-	6,464
Filter replacement - allowance	2,476	-	-	-	-	-	-	-	-	-	-	7,776	-	-	-	-
Sub Total (Incl. GST)		**3,491**	**11,624**	**1,480**	**10,385**	**0**	**0**	**1,765**	**0**	**0**	**69,125**	**15,301**	**14,769**	**0**	**19,712**	**8,973**
7. GYMNASIUM, SAUNA AND TOILET AREA																
Gymnasium equipment - upgrade or replace - allowance	7,700	-	-	-	-	-	-	-	-	-	23,142	-	-	-	-	-
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	3,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sauna - replacement	4,995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**23,142**	**0**	**0**	**0**	**0**	**0**
8. FIXTURES AND FITTINGS																
Letterbox replacement	3,916	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Complex signage structure - maintain	750	-	-	-	1,731	-	-	-	-	-	-	-	2,462	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**1,731**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,462**	**0**	**0**	**0**
9. LIFTS																
Lift interior refurbishment	3,000	-	-	-	-	7,235	-	-	-	-	-	-	-	-	-	-
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	180,687	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**7,235**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
10. REFUSE																
Garbage systems and rubbish chute - repair or maintain	1,100	-	-	2,429	-	-	-	2,897	-	-	-	3,455	-	-	-	4,120
Sub Total (Incl. GST)		**0**	**0**	**2,429**	**0**	**0**	**0**	**2,897**	**0**	**0**	**0**	**3,455**	**0**	**0**	**0**	**4,120**
11. ELECTRICAL																
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security access system upgrades - common systems only - allowance - intercom and fob key access	30,525	-	-	-	-	-	-	-	-	-	-	-	-	-	109,403	-

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
CCTV camera and system upgrades - common systems only - allowance	26,679	-	-	-	-	-	67,238	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**67,238**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,403**	**0**
12. FIRE PREVENTION																
Fire smoke curtain roller door - replacement	14,300	-	-	-	-	-	-	-	-	-	-	-	-	-	51,252	-
Control panel replacement or upgrade	11,277	-	-	-	-	-	-	-	-	-	-	-	-	-	40,417	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**91,669**	**0**
13. WATER																
Plumbing and pipe maintenance - common systems only - allowance	4,950	-	-	-	11,424	-	-	-	13,623	-	-	-	16,246	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**11,424**	**0**	**0**	**0**	**13,623**	**0**	**0**	**0**	**16,246**	**0**	**0**	**0**
Grand Total (Incl. GST)		**186,922**	**194,171**	**188,885**	**220,211**	**331,158**	**300,669**	**263,408**	**359,383**	**249,679**	**538,196**	**270,633**	**338,392**	**335,084**	**469,206**	**1,661,965**
Contingency Allowance (Incl. GST)		**18,692**	**19,417**	**18,889**	**22,021**	**33,116**	**30,067**	**26,341**	**35,938**	**24,968**	**53,820**	**27,063**	**33,839**	**33,508**	**46,921**	**166,197**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**205,614**	**213,588**	**207,774**	**242,232**	**364,274**	**330,736**	**289,749**	**395,321**	**274,647**	**592,016**	**297,696**	**372,231**	**368,592**	**516,127**	**1,828,162**

Building Data List from the Property Inspection for Quayside Apartments

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:

'Items' – identifies and describes the maintenance item
'Qty' – lets you know the quantity of that item in scope
'Unit' – is the unit rate used to measure the quantity
'Rate' – is the cost of each unit in dollars
'Value' - is the quantity (Qty) multiplied by the Rate ($)
'Next Due' - is the remaining life in years until an item needs money spent on it.
'Total Life' - is the total life of the item after it is replaced, repaired or repainted.
'Comments' - details any useful explanatory notes for the item.

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
1. PROPERTY EXTERIOR							
Building wash - soft chemical wash recommended - this is included in the painting contract	1	m2	0.00	0.00	1	1	This is included in the painting contract
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	98,571.10	98,571.00	1	1	Quotation provided Programmed Maintenance Services Ltd
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	134,141.00	134,141.00	8	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	182,547.00	182,547.00	15	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	248,422.00	248,422.00	22	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	248,422.00	248,422.00	29	1	Quotation required if painting contract is to be renewed
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	1	Item	370,000.00	370,000.00	15	15	Quotation required for the next re-sealant - Cost was provided by the BC for the work recently completed
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	170	m2	53.51	9,097.00	7	7	Quotation required - Future funding or repair as required
Concrete panel expansion joint - replacement - allowance	1	Item	13,300.00	13,300.00	5	10	Quotation required
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1	Item	1,100.00	1,100.00	2	4	Quotation required
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	47	lm	315.00	14,805.00	4	8	Repair as required
Balconies - waterproofing replacement	390	m2	121.21	47,272.00	15	30	Quotation required

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	39	m2	77.13	3,008.00	3	4	Future funding or repair as required
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	20	m2	77.13	1,543.00	21	6	Future funding or repair as required
2. WORK AT HEIGHTS ACCESS							
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	1691	m2	6.80	11,499.00	5	10	Quotation required
3. ROOFING							
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	1591	m2	0.00	0.00	1	1	This is included in the operating cost
Main roof - waterproofing replacement	1591	m2	100.21	159,434.00	9	24	Quotation required
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	160	m2	33.13	5,301.00	3	4	Future funding or repair as required
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	80	m2	33.13	2,650.00	15	6	Future funding or repair as required
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	1	Item	3,300.00	3,300.00	3	4	Ongoing maintenance program
4. PROPERTY INTERIOR							
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	2830	m2	0.00	0.00	0	10	Quotation required
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	336	m2	95.44	32,068.00	5	20	Quotation required
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	336	m2	95.44	32,068.00	3	20	Quotation required
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	2	m2	218.38	437.00	4	4	Ongoing maintenance program
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	10	lm	92.85	929.00	4	8	Ongoing maintenance program
5. DRIVEWAY AND WALKWAY							
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	1	Item	0.00	0.00	2	2	This is included in the operating cost - Ongoing maintenance program
Driveway and parking - replacement of bitumen surface topcoat	1109	m2	55.94	62,037.00	15	30	Quotation required
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	111	m2	27.54	3,057.00	3	6	Future funding or repair as required
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	56	m2	27.54	1,542.00	21	6	Future funding or repair as required

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	114	m2	47.00	5,358.00	3	6	Future funding or repair as required
Concrete parking area - waterproofing membrane repaint	1279	m2	33.19	42,450.00	4	16	Quotation required
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	188	lm	15.00	2,820.00	3	8	Repaint as required
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	188	lm	15.00	2,820.00	6	8	Repaint as required
Entry security gate - replacement	1	Item	7,700.00	7,700.00	5	20	Quotation required. Replace as required
Entry security gate motor - replacement	1	Item	1,150.00	1,150.00	5	10	Quotation required. Replace as required
6. SWIMMING POOL AND EXTERIOR DECKING							
Composite decking - inspection and repairs (Total: 101 m2) - 10%	10	m2	67.00	670.00	2	4	Ongoing maintenance program
Pool furniture - replacement - allowance	1	lm	5,500.00	5,500.00	5	12	Replace as required
Pool cover - replacement - allowance	1	lm	4,500.00	4,500.00	3	8	Replace as required
Pool resurfacing and repairs	1	Item	23,000.00	23,000.00	5	10	Quotation required
Pump replacement - allowance	1	ea	1,725.89	1,726.00	12	14	Quotation required
Pump replacement - allowance	1	ea	1,725.89	1,726.00	2	14	Quotation required
Filter replacement - allowance	1	ea	2,476.37	2,476.00	12	14	Quotation required
7. GYMNASIUM, SAUNA AND TOILET AREA							
Gymnasium equipment - upgrade or replace - allowance	1	Item	7,700.00	7,700.00	5	20	Replace as required
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	1	Item	3,300.00	3,300.00	15	30	Quotation required
Sauna - replacement	1	Item	4,995.00	4,995.00	15	30	Quotation required
8. FIXTURES AND FITTINGS							
Letterbox replacement	44	ea	89.00	3,916.00	15	30	Quotation required
Complex signage structure - maintain	1	ea	750.00	750.00	3	8	Ongoing maintenance program
9. LIFTS							
Lift interior refurbishment	2	ea	1,500.00	3,000.00	4	16	Quotation required
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	2	ea	90,343.44	180,687.00	15	30	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
10. REFUSE							
Garbage systems and rubbish chute - repair or maintain	1	Item	1,100.00	1,100.00	2	4	Ongoing maintenance program

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
11. ELECTRICAL							
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	1	Item	0.00	0.00	0	2	This is included in the operating cost - Ongoing maintenance program
Electrical maintenance - common systems only - allowance - this is included in the operating cost	1	Item	0.00	0.00	0	2	This is included in the operating cost - Ongoing maintenance program
Security access system upgrades - common systems only - allowance - intercom and fob key access	55	Item	555.00	30,525.00	7	22	Upgrade as required
CCTV camera and system upgrades - common systems only - allowance	1	Item	26,678.53	26,679.00	7	14	Upgrade as required - Quote provided by Nutech Security Ltd
12. FIRE PREVENTION							
Fire smoke curtain roller door - replacement	1	Item	14,300.00	14,300.00	7	22	Quotation required - Replace as required
Control panel replacement or upgrade	1	Item	11,277.23	11,277.00	7	22	Quotation required - Replace as required
13. WATER							
Plumbing and pipe maintenance - common systems only - allowance	55	Item	90.00	4,950.00	3	4	Ongoing maintenance program

Building Photo Section

Item Group

PROPERTY EXTERIOR

A painting contract is currently in place for the building. The building has a regular wash and maintenance program. The building was in good condition at the time of inspection. The building is recommended a regular wash at least every 2 years and a re-paint every 10 years. This is reflected in the report.

Item Group

WORK AT HEIGHTS ACCESS

The working at heights equipment is required to carry out painting and repairs on the building. It is recommended to carry out any other maintenance work while the scaffolding is available. This is reflected in the report.

Item Group

ROOFING

A roofing inspection and regular wash and treatment is recommended for the building. The roofing was in fair condition from the observation. The roofing, gutters and flashings require regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

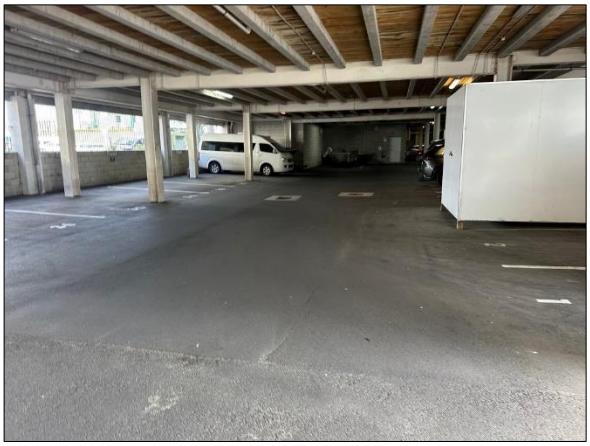
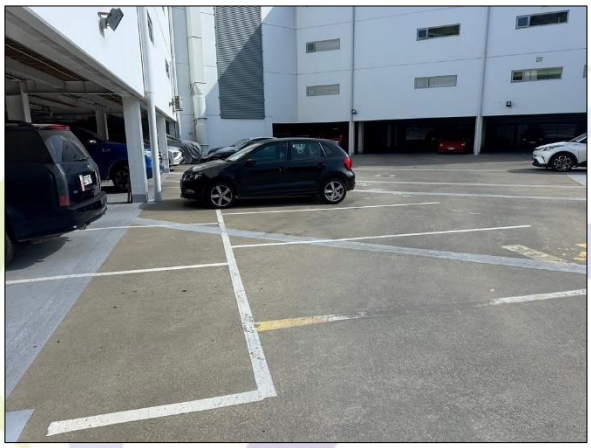
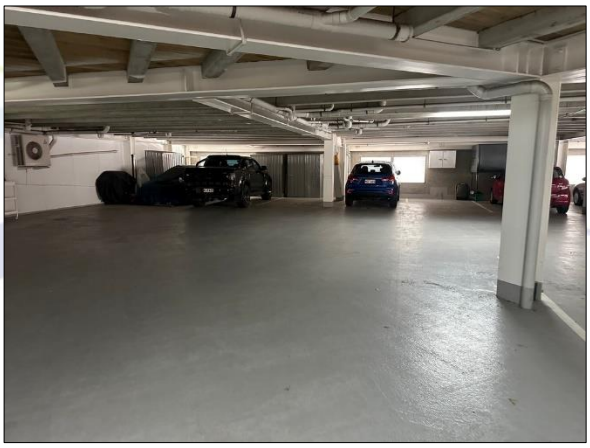
Item Group

PROPERTY INTERIOR

A painting contract is currently in place for the building. The building interior was in good to fair condition at the time of inspection. The building interior is recommended a re-paint every 8-10 years. The flooring and stair handrails also will require regular repairs and maintenance This is reflected in the report.

Item Group

DRIVEWAY AND WALKWAY

The concrete and bitumen driveway was in good condition at the time of inspection. The concrete and bitumen driveway requires regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

Item Group

SWIMMING POOL AND EXTERIOR DECKING

The swimming pool, decking and plant require regular maintenance, cleaning, inspections, replacement and or repairs. This is reflected in the report.

Item Group

GYMNASIUM, SAUNA AND TOILET AREA

The gymnasium, sauna and toilet were in good condition at the time of inspection. The gymnasium, sauna and toilet requires regular maintenance, cleaning, replacement and or repairs. This is reflected in the report.

Item Group

FIXTURES AND FITTINGS

The letterboxes and complex signage were in good condition at the time of inspection. As the letterboxes and complex signage have a life span a replacement or repair cost has been allowed for in the report.

Item Group

LIFTS

The lifts were in good condition at the time of inspection. The lifts and its components require regular maintenance and a replacement or repair cost in the long term plan . This is reflected in the report.

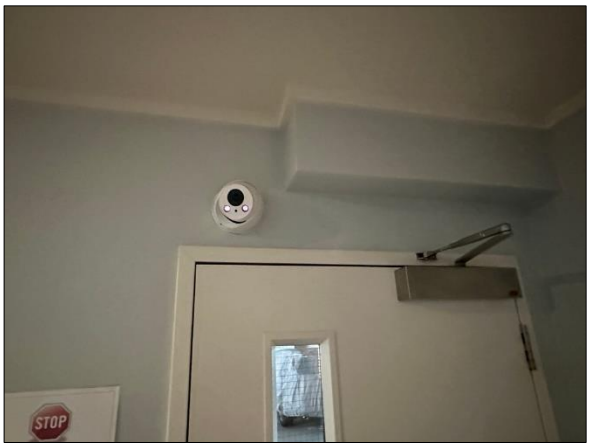
Item Group

REFUSE

The rubbish system and chutes were in good condition at the time of the inspection. The rubbish system and chutes require regular maintenance, cleaning, replacement and or repairs. This is reflected in the report.

Item Group

ELECTRICAL



The common electrical was in good condition at the time of inspection. The common electrical systems require regular maintenance, upgrades or repairs. This is reflected in the report.

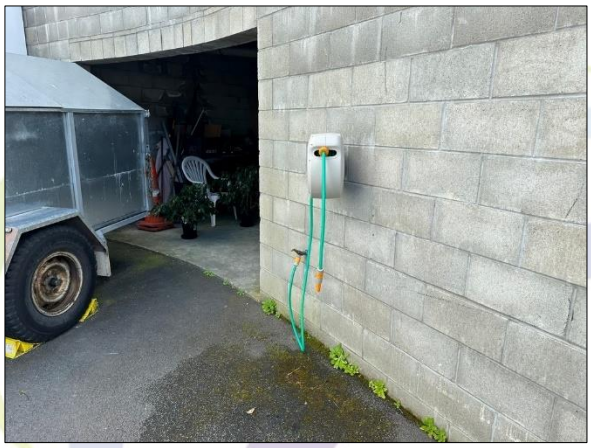
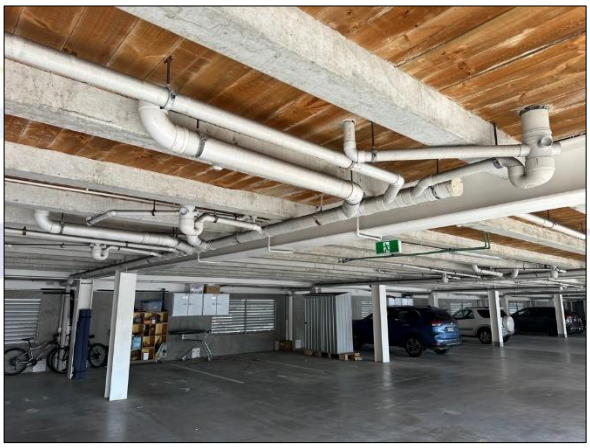
Item Group

FIRE PREVENTION

The fire panel and fire prevention systems requires regular maintenance, upgrades or repairs that is above regular contracted works. This is reflected in the report.

Item Group

WATER

The common water was in good condition at the time of inspection. The common water systems require regular maintenance and or repairs. This is reflected in the report.

Inspector’s Report for Quayside Apartments

1. INFLATION - It is necessary to offset the effects of inflation on construction materials and labour costs and to ensure that adequate funds are available to provide for major works. These major works can frequently become necessary as the property ages but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. UPDATES - We recommend that this report is updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. ADMINISTRATION EXPENSES - We assume that small repairs & improvements, regular maintenance items are financed via the administration fund and therefore are not included in this report.
4. COSTS PROVIDED - Some costings in this report were provided in the work order for projected maintenance works.
5. HARSH ENVIRONMENT - A harsh environment can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
6. SALT AIR ENVIRONMENT - Exposure to salt air can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
7. PAINT WITHIN LOT BOUNDARIES - The measurements and estimated costs for painting include all surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual to include the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
8. PAINT QUOTATIONS - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
9. PAINT SERVICE-LIFE - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
10. POWDER COAT REPAINT - Powder coated surfaces have a lengthy maintenance-free period when new. After this period, these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will require special preparation for repainting.
11. POWDER COAT WARRANTY - Powder coated surfaces may be subject to a manufacturer's warranty. Therefore, the manufacturer's cleaning and maintenance recommendations should be followed.
12. ELEVATING WORKING PLATFORMS - Funds allocated for elevating working platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boom lifts, cherry pickers, etc.
13. BITUMEN SURFACES - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
14. SURFACE CLEANING - Surface cleaning may be carried out using high pressure water or a chemical wash. Care should be taken to meet relevant water restrictions.
15. LIFTS - The design of a lift requires continual maintenance.
    Maintenance is required due to the complexity of the engineering and electronic systems in the structure, external elements and the lift car. We assume the lifts are maintained via a comprehensive lift maintenance contract which, in our professional opinion, all buildings with lifts must have in place.

    After 20 to 30 years of service, lifts may reach the end of their cost effective life. From this point lifts may experience decreasing performance along with an increase in required service. We have

provisioned for lift replacement based on the age and current visual condition of the lift. In addition we take into account the following factors:

- Obsolescence (Mechanical, Electrical & Software)
Even though these elements can be supported at a stretch, it is prohibitively expensive to do so which adds cost and complexity into the maintenance regime. The additional cost in maintenance to facilitate reliability far outweighs the cost of new lift in the long term.

- Building Code changes from year to year
What may be relevant today, tends to change over time – hence the requirement to plan for upgrades every 10 years or as required.

- Unforeseen environment impacts
Flooding, Electrical surges & Misuse/Vandalism which are not covered by either the maintenance contract or building insurance.

16. WATERPROOFING - Waterproofing requires replacement over time and the costs can be significant. Water penetration can affect various parts of a building or property and if not rectified promptly can lead to more expensive repairs.
17. PAINTING CONTRACT - A painting contract has been included in this report for years 1-7. It has been assumed that this contract will be renewed at the end of its life, with a cost increase for inflation.
18. WATERPROOFING – Waterproofing membranes requires regular maintenance and replacement when signs of failure like small leaks or small cracks appear. If action is not taken immediately the costs of damage and remediation grow exponentially.
19. PROPERTY AGEING - The current levies are too low to maintain and improve the property over the next 30 years. The maintenance cost on this type of property during the early years is typically low but as the property ages, it is essential to budget for major works and upgrades.
20. MEETING - I want to thank Daimen Jones for meeting with me, giving me access to the building and informing me of past, current & proposed works.
21. HEIGHT ALLOWANCE - Funds allocated for painting & remedial works can be used for many types of access equipment including, but not limited to scaffolding, boom lifts, cherry pickers, rope access, etc. An allowance towards work at height equipment is included and cost may vary dependant upon type of equipment selected, set up and transport costs, required licences from council, and term of hire.
22. ALUMINIUM – Aluminium materials and structures may have a service life of 40 years or more with proper care and maintenance.

Report Notes
Long-Term Maintenance Plan

This forecast satisfies the current requirements of the *Unit Titles Act 2010,* the *Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022* and the *Unit Titles Regulations 2011*.

Unit Titles Act 2010 (NZ) Section 116 Long-term maintenance plan

(1) A body corporate must establish and regularly maintain a long-term maintenance plan.
(2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan.
(3) The purpose of a long-term maintenance plan is to –
(a) Identify future maintenance requirements and estimate the costs involved; and
(b) Support the establishment and management of the funds; and
(c) Provide a basis for the levying of owners of principal units; and
(d) Provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions.

Unit Titles Regulations 2011 (NZ) Section 30 Long-term maintenance plans (as amended)

(1) A long-term maintenance plan must—
(a) cover—
(i) the common property, building elements, and infrastructure of the unit title development; and
(ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and
(aa) summarise the current state of the common property; and
(b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and
(c) state the period covered by the plan; and
(d) state the estimated age and life expectancy of each item covered by the plan; and
(e) state the estimated cost of maintenance and replacement of each item covered by the plan; and
(f) state whether there is a long-term maintenance fund; and
(fa) state the sources of funding for the plan; and
(g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and
(h) state who has prepared the plan.

(1A) A body corporate must apply the amount each year to maintain the fund that it has determined under subclause (1)(g), less any amount that has been applied to maintain any item in that year.

(2) A body corporate must carry out a review of its plan once every 3 years.

(3) Subject to subclause (2), a body corporate may carry out a review of its plan as frequently as it considers necessary.

Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 Section 30A Long-term maintenance plans for large unit title developments
(1) This regulation applies to a long-term maintenance plan for a large unit title development.

(2) Regulation 30(1)(d), (e), and (g) does not apply to a large unit title development's long-term maintenance plan in respect of the period that is more than 10 years from the date of the plan for the last review of the plan (years 11 to 30).

(3) A large unit title development's long-term maintenance plan must provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of New Zealand's historical interest rates for the previous fifteen years. The company tax rate is applied

to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon RBNZ historical data for Construction Producer Price inflation, commencing December 1997. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Leaky Buildings - The requirement for a Long-Term Maintenance Plan applies to all buildings whether they are a leaky building or not. A Long-Term Maintenance Plan assesses the typical maintenance costs and useful lives of building components based on the building being properly and professionally constructed. It is important to note that this report is not a Leaky Building Report. A full leaky building report requires destructive testing, engineering assessment, specification writing and the calling of competitive tenders to ascertain full costs. A Long-Term Maintenance Plan obviously does not involve this process. However, the report will calculate the remaining life of each building component based on its condition at the time of inspection so deterioration caused by a leaky building issue will affect this part of the building data collected.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate). This plan deals only with estimating the timing of physical obsolescence.

Improvements - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. Allowances for ongoing maintenance programs allows funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Updates - The forecast is made with the best available data at this time. The forecast must be reviewed at least once every three years according to section 30(2) of the *Unit Titles Regulations 2011*. We recommend a minimum of bi-annual updates.

Your FREE amendment (conditions) - In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report

COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545

Held on:	Thursday 10 October 2024
At:	Quayside Apartments, Whakatane
Meeting Opened At:	2.00 pm

1. PRESENT

Daimen Jones (Chairperson), Mike Price, Brendon Butt, Graeme Ennis, Christine Wilkins, Graeme Dunning, Peter Collett and David Shea (Body Corporate Administrator).
Via Zoom: Simon Woolley

2. APOLOGIES

Nil – All in attendance.

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

Nil (noting earlier disclosure of Daimen Jones being Committee Chair and Building Manager).

5. MINUTES OF LAST MEETING

Minutes of the previous Committee Meeting held 22 February 2024 had been distributed to all owners following the meeting.

Moved: That minutes of the Committee Meeting held 22 February 2024 are a true and correct record of that meeting.

Peter Collett / Mike Price
Carried

6. MATTERS ARISING

- There has been no progress on purchase of a defibrillator due to none being available within budget. Accordingly, it was agreed that the manager is to procure the best value option.
- Confirmed the sealant works have been completed. The manager confirmed that overall, he is happy with the quality of the work but it took a long time to complete.
- Long-Term Maintenance Plan –Solutions in Engineering have been on site and have commenced work on the plan however this is on hold pending confirmed pricing for a painting/maintenance programme to incorporate into the Plan. For discussion later at this meeting.
- It was confirmed that no lock box has been installed due to that Owner deciding not to rent via Air BnB.

7. MANAGERS REPORT

Apart from other matters to be discussed at this meeting the Manager confirmed that a lot of work has gone in to the completed sealant maintenance project and all other building matters are under control.

8. FINANCIAL YEAR TO DATE

This report had been prepared by Quay Property Management Limited and circulated to the Committee prior to the meeting.

There was discussion on transfer to Strata and Smata software reporting systems. It was confirmed that the Quayside file has been converted/transferred to the new system with better reporting and communication with the committee will be available going forward.

There was a query over any final payment being due to SS Build? It was confirmed there had been a claim from SS Build for further unapproved work that had been pushed back on and it is thought there is now nothing further due for payment. At the end of the day the manager confirmed that the job had been completed well with good overall workmanship and at a good end cost.

The financial year to date report was accepted as tabled.

9. PROGRAMMED PROPERTY SERVICES PAINTING/MAINTENANCE PROPOSAL (PPS)

A proposal was tabled for preventative maintenance for the building for the next seven years. The Manager confirmed that in order to prepare a proposal PPS has been to site several times, and they have involved other parties to advise on specific specialist systems – i.e. water proofing, structural steel work etc. A copy of the PPS proposal is attached.

It is now known the structural steel has a protective coating to protect it in case of fire. This is part of the consent and compliance for the building and as such it is very important to maintain in order to comply.

Peter suggested that he had past experience with PPS and found them excellent however there should still be a need to have other options and pricing ahead of acceptance of any proposal.

The PPS proposal is based on a spread of payment for all items identified with the work undertaken now and the building maintained for the seven-year period. There was discussion on other options without spread of costs and how the work could then be paid for. This would require significant lump sum contributions from Unit Owners which is not considered a viable option. It was agreed that given the building is now twelve years old that there is an immediate need to repaints and carry out other preventative maintenance as proposed.

It was suggested and agreed that if the work is done up front and paid over the next seven years this leaves the Body Corporate less exposed if the Contractor gets into any financial difficulty compared to paying up front and work done in the future.

This will be an integral component to the Long-Term Maintenance Plan.

There was discussion on there being any other Contractor able to offer the same maintenance spread of cost option that PPS has available. It was suggested that Carrus offers this and agreed that the Manager contact them seeking an alternative like for like quote. In the meantime, and in order to finalise the Long-Term Maintenance Plan it was agreed to use the PPS cost as the figure to use in the Plan. If any alternative lesser cost eventuates the plan can be amended accordingly.

Consideration is to be given to the timing of carrying out the building repainting work. The Manager to enquire from the Contractor as to the optimum time.

Daimen was thanked for the practical solutions he had delivered to the meeting and for his efforts work to get to this stage.

In terms of how to progress acceptance of both the repaint/maintenance proposal and the Long-Term Maintenance Plan it was suggested and agreed it is better to deal with this at an EGM. If delayed until the AGM this may mean the best opportunity weather wise to repaint the building is missed. Simon queried the timing of the provision of the Long-Term Maintenance Plan, and it was confirmed that Solutions in Engineering had been to site and now only has to insert the PPS painting cost so the draft plan should be available quite quickly.

Moved: That the PPS price be used to complete the draft Long Term Maintenance Plan for the Committee to review ahead of tabling the Plan to an EGM for acceptance by the Body Corporate.

Simon Woolley / Brendon Butt
Carried

Noted that if a better quote is received, amendments can be made to the Plan as necessary.

Next steps:

- Complete plan
- Obtain Carus quote
- Call a committee meeting when information is available

10. EMERGENCY LIFT PHONE

The Manager advised that the lift phone is connected via copper which is going to be disconnected from next year. This means a new connection is required via a modem. Kone have quoted $2,800.00 which is cheaper than the alternative quote Chorus. Given Kone are the service providers for the lift it was agreed the Kone proposal be accepted. Unanimously approved.

11. FIRE DOORS

There had been earlier discussion on the hold backfire door proposal necessary in order to comply with the fire code. Unless fitted, the fire doors must remain closed at all times which is an issue for a number of owners who find it difficult to open them. There is also better ventilation when the doors are open and also when closed there is no visual view when opening them which could be dangerous.

It was agreed the Manager is to obtain pricing and include this in next year's budget.

12. CARPARK

There is one shop complaining about a bad smell in the car park. Council have now been involved who are investigating. It is thought the ventilation system may need to be upgraded by shifting the extractor vent elsewhere. The Manager is to monitor and update all if any further progress is made.

13. CLOSURE

The meeting closed at approximately 3.33 pm.

NOTICE OF COMMITTEE MEETING
QUAYSIDE BODY CORPORATE 413545

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Date: Thursday 10 October 2024
Time: 2.00 pm
Venue: Quayside Apartments

Agenda Items

1. Attending

2. Apologies

3. Quorum

4. Declared Conflicts of Interest

5. Minutes of last meeting

a) 22 February 2024

6. Matters arising

7. Managers' Report

8. Underpayment of Management Fees

9. Financial Year to Date

10. Programmed Property Services

11. Emergency Lift Telephone

12. General Business

COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545
Held on: Thursday 22 February 2024
At: Quayside Apartments
Meeting Opened At: 4.00 pm

1. PRESENT

Daimen Jones (Chairperson), Meagan Haddock, Mike Price, Chrstine Wilkins, Greme Dunning and David Shea (Body Corporate Administrator).
Via Zoom: Simon Woolley and Peter Collett

2. APOLOGIES

Maurie Griffin and Brendon Butt

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

Daimen noted that he is both the current Chairperson and the Quayside Manager.

5. MINUTES OF LAST MEETING

Minutes of the previous Committee Meeting held 28 November 2023 had been distributed to all owners following the meeting.

Moved: That minutes of the Committee Meeting held 28 November 2023 are a true and correct record of that meeting.

Mike Price/Graeme Dunning
Carried

6. MATTERS ARISING

(a) Defibrillator – Daimen is looking to put this cost into the budget and will look at ordering forthwith. It was suggested to locate this by the office. Options are one in a box or just hung on the wall – price is between $2,500.00 to $4,510.00. Daimen will follow up with the most appropriate product. Training will be needed. Mike suggested the motor home association has them available for $1,700.00? It was agreed to allow $2,500.00 and the device be located in a box inside the office with smash glass in emergency.

(b) Panel Sealant - Peter queried the sealant and temperature issue experienced with that batch? It was confirmed the batch had a defect but also that the temperature range on the panels when known then determined a different specified product. The product has now arrived, and SS Build will be here around the beginning of March and they will be on site in force to complete quickly.

Meagan wondered about there being a partial contribution for any extra from the Suppliers given the wrong specification in the first place. Daimen suggested however that if they had specified correctly in the first instance the Body Corporate would have had to pay the same price anyway. At the end of the day, this is now a better system that should last 15 years.

There was still concern with the contractors using cell phones constantly while on site and it as agreed to monitor this actively. The owner of SS Build has been put on notice over this – there are usually five staff on site.

It was noted the new product takes a little more time to apply but it is an appropriate product for this site. Peter asked that now SS Build have provided the revised quote has the Body Corporate got enough funds to pay. It was confirmed that it has been agreed at the last meeting that an extraordinary levy is to be generated with a due date of 1 April 2024.

Simon queried the 15 years warranty period. Daimen said a written guarantee will be sought.

Noted that further sealing will need to be allowed for over the next 30 years in the Long-Term Maintenance Plan. It was suggested they now need to be quite real in term so ongoing maintenance and allowances in the Plan.

(c) Car Park Sealing – this has not yet progressed, but the contractors will be contacted to who are the experts on this, to include SS Build when they are on site. It was suggested and agreed if there is any risk for structural issues (rust) that this should now be a priority.

(d) Graeme – Bike Storage. This has been dealt with and bikes are now being better left in the bike racks. The Managers have been moving from elsewhere and put in the rack. Improvements made overall.

7. MANAGERS REPORT

(a) Sealant has been discussed.
(b) Not much else that needs to be reported.
(c) Managers are working on costings for budgeted items.
(d) On each level, fire doors have been chocked open which does not comply with regulations. Hold Open devices are able to be fitted at $4,500.00 plus GST. If left closed, this will likely mean damage to the paintwork. It was unanimously agreed to trial leaving the doors closed and to remove the chocks. Simon suggested removing now as a trial then further review at the AGM. All agreed. The risk of an infringement issued by the Council must be avoided and all agreed that a sign be put on each door noting the compliance requirement.

8. AGM DATE

It was confirmed the AGM is scheduled for Tuesday 26 March 2024 at 3.00 pm.

9. DRAFT BUDGET

This has been prepared by Quay Property Management Limited in draft. There is concern that the budget will not include a known contribution to the Long Term Maintenance Fund given the plan is yet to be finalised. It was suggested to allow a significant increase now with a catch-up next year if short or if a lesser amount, a lighter contribution next year. It was agreed to allow $50,000.00 for inclusion the Long-Term Maintenance Fund for this year.

Moved: That this year's contribution to the Long Term Maintenance Fund to be included in the draft budget to be tabled to the upcoming AGM be $50,000.00.

Simon Woolley / Chrstine Wilkins
Carried

10. FINANCIAL YEAR TO DATE

This report had been prepared by Quay Property Management Limited and circulated to the Committee prior to the meeting.

Ageing Summary – it was noted there were two owners in arrears as at the end of the financial year. Quay Property Management Limited is to update as to the current position.

It was agreed with the draft budget as tabled subject to Daimen providing actual costs when known.

It was agreed that the financial year to date report be accepted as tabled.

11. LONG TERM MAINTENANCE PLAN

It was unanimously agreed to engage Solutions in Engineering to prepare the plan.

12. CORRESPONDENCE

The Managers had recorded a request for extra fobs for an Air BnB unit in the building and also a lockbox to be located on the exterior of the building for key pick up (outside the front door).

It was confirmed by the Manager that 87 fobs have been removed from the system that have been over and above the two fobs only per unit. The majority of these fobs that have been removed from the system have not been reported lost or stolen and no one knows who has them. Owners are able to replace a fob if lost however and the lost one must be cancelled from the system.

There was concern with setting a precedent and if one owner is allowed extra fobs then this will have to be opened up to all.

Moved: That the maximum number of fobs available to each owner is two per unit.

Graeme Dunning / Peter Collett
Carried

Lock Box – it was noted there are four at present for other uses. The type of box proposed a different type (i.e. not uniform). It was noted that one existing box is unused and could be removed so that space could be made available in this instance but solely on the basis of Air BnB key pick up only if consent is given. It was suggested a rebate by the back gate, but not ideal given this is a driveway.

Moved: The owner of PU203 is able to attach an approved lockbox on a location approved by the Manager solely for the use of Air BnB key pick up and no other type of access. Consent may be withdrawn if there is any breach of access and the lockbox removed.

Graeme Dunning / Mike Price
Carried | 1 Against on the basis of there being no support of any Air BnB use

Mike left the meeting at 5.28 pm

13. NEXT MEETING

The AGM is to be held Tuesday 26 March 2024.

14. CLOSURE

The meeting closed at approximately 5.34 pm.

Quay Property

Level 5 Harrington House
Cnr Harington St and Willow St
P.O. Box 256
Tauranga 3140

07 578 9182
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Statement of Financial Performance - Group
for the financial year-to-date
01/11/2023 to 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

General

Administrative Fund

	Current period 01/11/2023-30/09/2024	Annual budget 01/11/2023-31/10/2024	Variance ($)
Revenue			
Insurance Claims	3,695.95	0.00	3,695.95
Interest--Bank	8,168.38	4,000.00	4,168.38
Levies Due--Admin	287,155.28	287,155.28	0.00
Transfer from Capital Works Fund	12,347.17	0.00	12,347.17
Total revenue	311,366.78	291,155.28	20,211.50
Less expenses			
Admin--Accounting	2,520.00	2,500.00	20.00
Admin--Agent Disbursements	0.00	900.00	(900.00)
Admin--Agent Disburst--Telephone/Fax calls	371.50	0.00	371.50
Admin--Bank Charges	41.98	100.00	(58.02)
Admin--BC Administration Fees--Standard	21,842.99	20,000.00	1,842.99
Admin--Health & Safety	440.00	4,480.00	(4,040.00)
Admin--Income Tax/WHT-Admin	2,142.96	0.00	2,142.96
Admin--Legal & Debt Collection Fees	100.00	0.00	100.00
Admin--Review of LTMP	0.00	1,800.00	(1,800.00)
Admin--Telephone Charges--Office	660.00	720.00	(60.00)
Insurance--Claims	2,907.60	0.00	2,907.60
Insurance--Excesses	(1,209.79)	1,000.00	(2,209.79)
Insurance--OBL	1,840.00	1,600.00	240.00
Insurance--Premiums	99,546.87	99,787.00	(240.13)
Insurance--Valuation	1,200.00	1,400.00	(200.00)
Maint Bldg--Asset Purchases	0.00	3,700.00	(3,700.00)
Maint Bldg--Car Park	2,061.50	1,800.00	261.50
Maint Bldg--Cleaning	7,642.80	6,400.00	1,242.80
Maint Bldg--Cleaning--Windows/Glass	0.00	9,000.00	(9,000.00)
Maint Bldg--Compliance	5,463.48	1,500.00	3,963.48
Maint Bldg--Doors & Windows	0.00	3,000.00	(3,000.00)
Maint Bldg--Electrical	2,248.05	2,500.00	(251.95)
Maint Bldg--Fire Protection	9,635.73	9,000.00	635.73
Maint Bldg--General Repairs	1,250.14	5,100.00	(3,849.86)
Maint Bldg--Hardware/Consumables	536.78	0.00	536.78
Maint Bldg--Insurance Repairs	1,081.27	0.00	1,081.27
Maint Bldg--Lift	3,373.56	0.00	3,373.56
Maint Bldg--Light Fittings	40.95	0.00	40.95
Maint Bldg--TV Antenna & Cables	437.00	0.00	437.00

Staff--Contract Building Manager	48,816.90	56,168.28	(7,351.38)
Utility--Electricity	10,569.89	12,500.00	(1,930.11)
Utility--Rubbish Removal	16,254.00	23,700.00	(7,446.00)
Utility--Water Rates	22,828.07	22,500.00	328.07
Total expenses	264,644.23	291,155.28	(26,511.05)
Surplus/Deficit	46,722.55	0.00	46,722.55
Opening balance	120,668.36	120,668.36	0.00
Closing balance	**$167,390.91**	**$120,668.36**	**$46,722.55**

General

LTMF Fund

	Current period	Annual budget	Variance
	01/11/2023-30/09/2024	01/11/2023-31/10/2024	($)
Revenue			
Interest--Bank	6,978.83	0.00	6,978.83
Levies Due--LTMF	49,999.96	50,000.00	(0.04)
Total revenue	56,978.79	50,000.00	6,978.79
Less expenses			
Admin--Income Tax--LTMF	2,009.87	0.00	2,009.87
Admin--Transfer to Admin Fund	12,347.17	0.00	12,347.17
Total expenses	14,357.04	0.00	14,357.04
Surplus/Deficit	42,621.75	50,000.00	(7,378.25)
Opening balance	275,077.70	275,077.70	0.00
Closing balance	**$317,699.45**	**$325,077.70**	**-$7,378.25**

Maintenance Works Project

Administrative Fund

	Current period 01/11/2023-30/09/2024	Annual budget 01/11/2023-31/10/2024	Variance ($)
Revenue			
Interest on Investments--Admin	1,403.94	0.00	1,403.94
Interest--Bank	232.06	0.00	232.06
Levies Due (Special)--Admin	210,983.04	0.00	210,983.04
Total revenue	212,619.04	0.00	212,619.04
Less expenses			
Admin--Income Tax/WHT-Admin	64.97	0.00	64.97
Maint Bldg--General Repairs	325,873.13	0.00	325,873.13
Total expenses	325,938.10	0.00	325,938.10
Surplus/Deficit	(113,319.06)	0.00	(113,319.06)
Opening balance	127,745.82	127,745.82	0.00
Closing balance	**$14,426.76**	**$127,745.82**	**-$113,319.06**

Residential Units

Administrative Fund

	Current period 01/11/2023-30/09/2024	Annual budget 01/11/2023-31/10/2024	Variance ($)
Revenue			
Levies Due--Admin	44,780.00	44,780.00	0.00
Total revenue	44,780.00	44,780.00	0.00
Less expenses			
Admin--Bank Charges	15.00	0.00	15.00
Admin--Telephone Charges	140.10	0.00	140.10
Maint Bldg--Cleaning	20,680.60	25,600.00	(4,919.40)
Maint Bldg--Gym Equipment	0.00	2,500.00	(2,500.00)
Maint Bldg--Lift	2,335.56	0.00	2,335.56
Maint Bldg--Lift--Maintenance Contract	6,393.14	10,700.00	(4,306.86)
Maint Bldg--Lift--Telephone	498.41	720.00	(221.59)
Maint Grounds--Pool	368.51	5,000.00	(4,631.49)
Maint Grounds--Pool Cleaning	2,944.00	0.00	2,944.00
Maint Grounds--Pool Repairs	0.00	260.00	(260.00)
Total expenses	33,375.32	44,780.00	(11,404.68)
Surplus/Deficit	11,404.68	0.00	11,404.68
Opening balance	0.00	0.00	0.00
Closing balance	**$11,404.68**	**$0.00**	**$11,404.68**

Quay Property

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Statement of Financial Position
As at 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(55,191.83)
Owners Equity--Admin	248,414.18
	193,222.35
LTMF Fund	
Operating Surplus/Deficit--LTMF	42,621.75
Owners Equity--LTMF	275,077.70
	317,699.45
Net owners' funds	**$510,921.80**
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Operational	104,042.76
Investments--Admin	64,335.38
Receivable--Levies--Admin	789.89
	169,168.03
LTMF Fund	
Cash at Bank--LTMF	318,250.28
Receivable--Levies--LTMF	146.67
Investments--LTMF	(0.05)
	318,396.90
Unallocated Money	
	0.00
Total assets	487,564.93
Less liabilities	
Administrative Fund	
Creditor--GST--Admin	(23,595.13)
Creditors--Other--Admin	46.00
Provision--Income Tax--Admin	(505.19)
	(24,054.32)
LTMF Fund	
Creditor--GST--LTMF	697.45
	697.45
Unallocated Money	
	0.00
Total liabilities	(23,356.87)
Net assets	**$510,921.80**

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Aged Arrears List
Quayside BC 413545

Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
203	303	Jamie-Lee O'Brien and Legacy Trustee Services (No.8) Limited	936.56	0.00	0.00	0.00	0.00	0.00	0.00	936.56	
			936.56	0.00	0.00	0.00	0.00	0.00	0.00	936.56	

QPML Note: this Lot 203 balance is shown on the Statement of Financial Position as follows:

$789.89	Receiveables - Levies - Admin
$146.67	Receivables - Levies - LTMF
$936.56	Total due.

Quay Property

Level 5 Harrington House
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Outstanding Creditors
As at 30/09/2024

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Due date	Invoice	Description	Amount	GST
Safety Seek				
20/08/2024	INV-25106	SSK- Monthly Hosting licence fee for H&S system	46.00	6.00
			46.00	6.00
		Total outstanding invoices	$46.00	$6.00

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QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Detailed Expenses for the financial year from 01/11/2023 to 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

General

Administrative Fund

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Accounting 150200							
28/02/2024	REVERSAL KPMG-Finalisation for YE 31/10/2022	KPMG	420.00	Paid	DE	4400317861	000012
14/05/2024	KPMG- Interim Fee to prep Financial Statements	KPMG	2,100.00	Paid	DE	4400323477	000012
			$2,520.00				
Admin--Agent Disburst--Telephone/Fax calls 153806							
15/01/2024	QPML-Admin costs from Jul-Dec 2023	Quay Property Management	84.80	Paid	DE	INV-1000	000008
10/06/2024	QMPL - Administration Costs Jan 24 - Mar 24	Quay Property Management	148.57	Paid	DE	INV-1368	000021
10/06/2024	QMPL - Administration Cost April 24	Quay Property Management	50.22	Paid	DE	INV-1386	000021
12/06/2024	QMPL - Admin Costs May 2024	Quay Property Management	87.91	Paid	DE	INV-1480	000021
			$371.50				
Admin--Bank Charges 151400							
30/11/2023	Jnl Bank Charges		7.00		Jnl	913	
31/12/2023	Jnl Account maintenance		7.00		Jnl	917	
31/01/2024	Monthly bank fee		7.00		Jnl	1010	
29/02/2024	Monthly bank fee		7.00		Jnl	1171	
31/03/2024	Monthly bank fee		7.00		Jnl	1462	
30/04/2024	Monthly bank fee		7.00		Jnl	1655	
06/05/2024	Bank Initiated		(0.02)		Jnl	1659	
			$41.98				
Admin--BC Administration Fees--Standard 154000							
01/11/2023	Reverse EOY Adj: QPML Fees inv. in advance @ 31.10		1,820.24		Jnl	3560	
08/11/2023	Jnl QPML Body Corp Secretary		1,820.25		Jnl	909	
08/12/2023	Jnl QPML Body Corp Secretary		1,820.25		Jnl	915	
08/01/2024	Jnl QPML Body Corp Secretary		1,820.00		Jnl	921	
08/01/2024	Jnl adj QPMLBody Corp Secretary correct amount		0.25		Jnl	922	
08/02/2024	Monthly BC Admin fee		1,820.25		Jnl	1018	
08/03/2024	Monthly QPML BC admin fee		1,820.25		Jnl	1177	
08/04/2024	Monthly QPML BC Admin fee		1,820.25		Jnl	1466	
24/05/2024	Standard Management Fee May 2024	Quay Property Management	1,820.25	Paid	DE		000014
04/06/2024	Standard Management Fee June 2024	Quay Property Management	1,820.25	Paid	DE		000018
01/07/2024	Standard Management Fee July 2024	Quay Property Management	1,820.25	Paid	DE		000025
02/08/2024	Standard Management Fee August 2024	Quay Property Management	1,820.25	Paid	DE		000038
02/09/2024	Standard Management Fee September 2024	Quay Property Management	1,820.25	Paid	DE		000047
			$21,842.99				
Admin--Health & Safety 152300							
20/11/2023	Jnl Safety Seek Ltd		40.00		Jnl	910	
20/12/2023	Jnl Safety Seek Ltd		40.00		Jnl	916	
20/01/2024	Monthly online monitoring - Safety Seek		40.00		Jnl	937	
20/02/2024	Monthly online monitoring		40.00		Jnl	1126	
20/03/2024	Monthly online monitoring-Safety Seek		40.00		Jnl	1190	
15/04/2024	SSK - Monthly online monitoring Safety Seek	Safety Seek	40.00	Paid	Jnl	INV-24080	000005
20/04/2024	Monthly online monitoring- INV-24369 Safety		40.00		Jnl	1654	

Detailed Expenses for the financial year from 01/11/2023 to 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

General

Administrative Fund

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
21/05/2024	SSK - Monthly online monitoring	Safety Seek	40.00	Paid	DE	Quayside INV24369	000013
10/06/2024	SSK- Monthly Hosting Licence Fee H&S system	Safety Seek	40.00	Paid	DE	INV-24609	000024
09/07/2024	SSK- Monthly Hosting licence for H&S system	Safety Seek	40.00	Paid	DE	INV-24957	000032
08/08/2024	SSK- Monthly Hosting licence fee for H&S system		40.00	On hold	Inv	INV-25106	
			$440.00				
Admin--Income Tax/WHT-Admin 152800							
29/02/2024	RWT Nov 23 - Feb 24 Admin		421.18		Jnl	1211	
30/04/2024	RWT income tax	Direct charge	78.42	Paid	Oth		1
31/05/2024	RWT Income Tax	Direct charge	101.36	Paid	Oth		2
27/06/2024	RWT June 2024	Direct charge	192.22	Paid	Oth		5
31/07/2024	RWT July 2024	Direct charge	364.45	Paid	Oth		6
30/08/2024	RWT on ASB bank interest	Direct charge	554.97	Paid	Oth		7
30/09/2024	Tax @ 28.00%	Direct charge	430.36	Paid	Oth		8
			$2,142.96				
Admin--Legal & Debt Collection Fees 153200							
23/07/2024	Lot R2: Debt recovery Stage 2		(100.00)		Ow.Inv		
23/07/2024	Lot R5: Debt recovery Stage 2		(100.00)		Ow.Inv		
23/07/2024	Lot R6: Debt recovery Stage 2		(100.00)		Ow.Inv		
23/07/2024	Lot 106: Debt recovery Stage 2		(100.00)		Ow.Inv		
23/07/2024	Lot 113: Debt recovery Stage 2		(100.00)		Ow.Inv		
24/07/2024	Lot106:Credadj,debt fee waived. pd02/07 to old a/c		100.00		Jnl	2497	
02/08/2024	Debt Recovery Fee Stage 2 July 2024	Quay Property Management	500.00	Paid	DE		000038
14/08/2024	Lot R2: Credit adjustment debt fee waived		100.00		Jnl	2704	
14/08/2024	QMPL - Lot R2 Credit debt fee	Quay Property Management	(100.00)	Paid	DE	creddbtfee	000038
14/08/2024	Lot 113: Credit adjustment debt fee waived		100.00		Jnl	2705	
14/08/2024	QMPL - Lot 113 Credit debt fee	Quay Property Management	(100.00)	Paid	DE	creddbtfee	000038
			$100.00				
Admin--Telephone Charges 157000							
20/11/2023	Jnl Pymt:Kohekohe Ent. Inv2023105 Managers phone &		60.00		Jnl	889	
20/11/2023	Recode: Pymt Kohekohe Ent. Inv2023105 Managers ph		(60.00)		Jnl	3055	
			$0.00				
Admin--Telephone Charges--Office 157002							
20/11/2023	Jnl Pymt: Kohekohe Ent Inv202398 Mgrs Phone Costs		60.00		Jnl	880	
20/11/2023	Recode: Pymt Kohekohe Ent. Inv2023105 Managers ph		60.00		Jnl	3055	
04/01/2024	Phone & Wifi refund	Kohekohe Enterprise	60.00	Paid	DE	202402	000002
07/02/2024	KKE - Phone & Wifi refund Jan 24	Kohekohe Enterprise	60.00	Paid	DE	202407	000006
04/03/2024	KKE - Phone & Wifi refund Feb 2024	Kohekohe Enterprise	60.00	Paid	DE	202417	000010
12/04/2024	KKE - Phone & Wifi refund Mar 2024	Kohekohe Enterprise	60.00	Paid	DE	202429	000001
14/05/2024	KKE - Phone & Wifi refund April	Kohekohe Enterprise	60.00	Paid	DE	202431	000010
10/06/2024	KKE - Phone & Wifi Refund	Kohekohe Enterprise	60.00	Paid	DE	202437	000020
09/07/2024	KKE - Phone & Wifi Refune	Kohekohe Enterprise	52.17	Paid	DE	202449	000029
29/07/2024	KKE - Phone & Wifi Refund - GST	Kohekohe Enterprise	7.83	Paid	DE	202449	000037
12/08/2024	KKE - Phone & Wifi Refund	Kohekohe Enterprise	60.00	Paid	DE	2024	000037
19/09/2024	KKE - Phone & Wifi Refund August 2024	Kohekohe Enterprise	60.00	Paid	DE	202458	000051

Detailed Expenses for the financial year from 01/11/2023 to 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

General

Administrative Fund

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
			$660.00				
Insurance--Claims 159300							
10/11/2023	G Learmond Painter:Inv014404 PaintBthroomCeiling A		127.00		Jnl	853	
10/11/2023	Martins Plasterers Inv 6824 Repair ceiling hole In		436.00		Jnl	854	
10/11/2023	Reverse G Learmond Inv 014404 (in Op Bal Creditors		(127.00)		Jnl	863	
10/11/2023	Reverse Martins Plasterers Inv 6824 (in Op Bal Cre		(436.00)		Jnl	864	
08/12/2023	Reglaze ranch slider PU101 - C4797238	Glassman & Locksmith	1,939.38	Paid	DE	48960-1	000001
15/12/2023	Jnl Pymt Chris Watkins Ins Claim 4797210 1613.45 l		968.22		Jnl	852	
			$2,907.60				
Insurance--Excesses 159000							
20/11/2023	Lot 301: Ins Claim 4797212 - Excess - Apt 311 Repa		(434.78)		Ow.Inv		
22/01/2024	Lot 101: Insurance C4797238 excess fee re reglaze		(347.83)		Ow.Inv		
21/05/2024	Lot 108: Excess Fee - Broken glass mirror in the e		(565.22)		Ow.Inv		
05/07/2024	Cash Settlement amount received to be paid	Maureen Gibbs	138.04	Paid	DE	4798447	000026
			-$1,209.79				
Insurance--OBL 159105							
20/11/2023	Jnl Pymt Gallagher IO4054937 OBL 13.11.23-13.11.24		1,840.00		Jnl	877	
			$1,840.00				
Insurance--Premiums 159100							
20/11/2023	Jnl Pymt; Gallagher IO4054935 Replcemt Renewal 13.		99,546.87		Jnl	876	
31/01/2024	Prepaid insurance expense @ 31.01.24 for interim a		(78,059.98)		Jnl	1107	
01/02/2024	Reversal: Prepaid insurance expense @ 31.01.24 for		78,059.98		Jnl	1108	
			$99,546.87				
Insurance--Valuation 159200							
01/11/2023	Reverse PFY Prepaid Exp: Allan Assoc Inv15181 Ins.		1,200.00		Jnl	3083	
			$1,200.00				
Maint Bldg--Car Park 161800							
31/12/2023	BSS-Sweeping and Scrubbing C/park clean	Bay Sweep & Scrub Ltd	2,061.50	Paid	DE	INV-2783	000004
			$2,061.50				
Maint Bldg--Cleaning 163000							
01/11/2023	Kohekohe Enterprises: Reverse Prior FY Cleaning Ac		(128.76)		Jnl	3562	
20/11/2023	Corr. Post Pymt Kohekohe Ent Inv 202398 Cleaning O		2,438.06		Jnl	879	
20/12/2023	Jnl Pymt: Kohekohe Ent. Inv2023105 Nov23 Cleaning		2,601.41		Jnl	893	
04/01/2024	KKE - Cleaning for Dec 2023	Kohekohe Enterprise	2,601.41	Paid	DE	202402	000002
07/02/2024	KKE - Cleaning for Jan 2024	Kohekohe Enterprise	2,601.41	Paid	DE	202407	000006
04/03/2024	KKE - Cleaning for Feb 2024	Kohekohe Enterprise	2,601.41	Paid	DE	202417	000010
12/04/2024	KKE - Cleaning for Mar 2024	Kohekohe Enterprise	2,601.41	Paid	DE	202429	000001
14/05/2024	KKE - Cleaning for April 2024	Kohekohe Enterprise	2,601.41	Paid	DE	202431	000010
10/06/2024	KKE - Cleaning May 2024	Kohekohe Enterprise	2,601.41	Paid	DE	202437	000020

Detailed Expenses for the financial year from 01/11/2023 to 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

General

Administrative Fund

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
09/07/2024	KKE - Cleaning for June 2024	Kohekohe Enterprise	2,262.10	Paid	DE	202449	000029
24/07/2024	adding gst on to the payment missed on Kohekohe 20		(339.31)		Jnl	2495	
24/07/2024	Reversal Jnl re INV202449 as entered incorrectly		339.31		Jnl	2507	
29/07/2024	KKE- Cleaning for June 2024- GST	Kohekohe Enterprise	339.31	Paid	DE	202449	000037
12/08/2024	KKE - Cleaning for July 2024	Kohekohe Enterprise	2,601.41	Paid	DE	2024	000037
31/08/2024	Apportionment: 80% of YTD Cleaning to Residential		(20,680.60)		Jnl	3081	
19/09/2024	KKE - Cleaning for August 2024	Kohekohe Enterprise	2,601.41	Paid	DE	202458	000051
			$7,642.80				
Maint Bldg--Compliance 164201							
03/11/2023	Jnl Kohekohe reimb re CO2 meters for BWOF		3,123.60		Jnl	908	
20/11/2023	Jnl Pymt: DB Plumbing Inv 19030 Backflow tests for		1,105.25		Jnl	875	
20/12/2023	Jnl Pymt: BBCM Inv28585 IQP Inspection & Building		740.00		Jnl	885	
20/12/2023	Jnl Pymt Foundation Elect. TEINV2066 Installed car		494.63		Jnl	886	
			$5,463.48				
Maint Bldg--Electrical 164800							
12/04/2024	FOU-Replaced failed bathroom extractor fan in L5	Foundation Electrical	424.25	Paid	DE	TEINV2147	000003
12/04/2024	CE-The ground loop sensor loose	Christie Electrics	115.00	Paid	DE	IN3688	000002
09/07/2024	CE- Automatic door IQP quarterly inspection may	Christie Electrics	480.00	Paid	DE	IN3868	000031
13/08/2024	FOU- Replaced led Exit Lights	Foundation Electrical	1,228.80	Paid	DE	TEINV2232	000040
			$2,248.05				
Maint Bldg--Fire Protection 165800							
12/12/2023	AFP - Replaced panel battery x 2	Argus Fire Protection	649.90	Paid	DE	AI0040311	000003
20/12/2023	Jnl Pymt: Argus InvAI0035445 Routine inspection No		1,272.06		Jnl	884	
01/01/2024	Primary Fire System Monitoring 01/01/24 - 31/03/24	Johnson Controls	193.29	Paid	DE	50869635	000005
04/01/2024	AFP - Replaced 4 detectors that have been wet	Argus Fire Protection	1,870.77	Paid	DE	AI0044268	000003
15/01/2024	AFP - Carpark Replacement Materials and Labour	Argus Fire Protection	1,209.80	Paid	DE	AI0044867	000007
17/01/2024	AFP - Invoice for Monthly inspections three months	Argus Fire Protection	1,272.06	Paid	DE	AI0045734	000007
12/04/2024	JCL-Primary fire system monitoring01.04-30.06.24	Johnson Controls	231.56	Paid	DE	50877669	000004
14/05/2024	AFP - Monthly Inspections of Fire Alarm System	Argus Fire Protection	1,462.87	Paid	DE	AI0061483	000011
08/08/2024	AFP - routine monthly inspections for fire Alarm	Argus Fire Protection	1,272.06	Paid	DE	AI0075086	000039
08/08/2024	JCL- Primary Fire System Monitoring from 01/7-30/9	Johnson Controls	201.36	Paid	DE	50885749	000041
			$9,635.73				
Maint Bldg--General Repairs 167200							
20/12/2023	Jnl Pymt:Kohekohe Ent.Inv 2023105 Pottting mix,tim		107.61		Jnl	891	
12/04/2024	KKE -Paint for chairs, carpark and ceiling pannel	Kohekohe Enterprise	182.53	Paid	DE	202429	000001
09/08/2024	SSB - Repair Alloy little roof in front building	SS Build & Services Limited	960.00	Paid	DE	INV-0263	000044
			$1,250.14				

Detailed Expenses for the financial year from 01/11/2023 to 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

General

Administrative Fund

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Maint Bldg--Hardware/Consumables 168400							
20/11/2023	Jnl Pymt: Kohekohe Ent. Inv202398 Mitre10 Hose for		156.05		Jnl	882	
04/01/2024	Bunnings - Paint for chairs, gas detector	Kohekohe Enterprise	117.30	Paid	DE	202402	000002
18/06/2024	KKE - bunnings Roof cleaning, Car Park Lights	Kohekohe Enterprise	263.43	Paid	DE	202437	000020
			$536.78				
Maint Bldg--Insurance Repairs 169400							
09/07/2024	WGL- Supply & install new bathroom mirror	Whakatane Glass Ltd	1,081.27	Paid	DE	1364	000034
			$1,081.27				
Maint Bldg--Lift 170200							
10/06/2024	KON- Service fee for 01/07/24 - 30/09/24	Kone Elevators PTY LTD	2,335.56	Paid	DE	196040822	000023
05/07/2024	QSP-Spark 10.06.24 - 29.07.24 Lift Phone	Quay-Spark	60.30	Paid	DE	28662451015	000028
05/07/2024	Spark 10.06.24-29.07.24 Lift Phone Ref.28662451015		(60.30)		Jnl	0620 3057	
08/08/2024	KON- Annual IQP Inspection for the lift on site	Kone Elevators PTY LTD	360.00	Paid	DE	198208536	000042
08/08/2024	NUT - HID Prox Point Plus	Nutech Security Ltd	678.00	Paid	DE	15854	000043
			$3,373.56				
Maint Bldg--Light Fittings 170400							
11/09/2024	KKE - Bunnings Reimbursement - Lights	Kohekohe Enterprise	21.39	Paid	DE	2024	000051
19/09/2024	KKE - Reimbursement for Lights	Kohekohe Enterprise	19.56	Paid	DE	202458	000051
			$40.95				
Maint Bldg--TV Antenna & Cables 175000							
12/04/2024	WES-Amplifier and power supply	Westronics	437.00	Paid	DE	00015190	000007
			$437.00				
Staff--Contract Building Manager 182600							
01/11/2023	Kohekohe Ent Mgmt Fee		4,333.83		Jnl	907	
01/11/2023	Kohekohe Enterprises Reverse Accrual from prior FY		(1,548.35)		Jnl	3561	
01/12/2023	Kohekohe Ent Mgmt Fee		4,333.83		Jnl	914	
01/01/2024	Kohekohe Ent Mgmt Fee		4,333.83		Jnl	918	
01/02/2024	Kohekohe Ent Mgmt Fee		4,333.83		Jnl	1011	
28/02/2024	KKE - Short fall 5 mths from 1/11/23-31/3/24	Kohekohe Enterprise	1,224.14	Paid	DE	202413	000010
01/03/2024	Kohekohe Ent Mgnt Fee		4,333.83		Jnl	1170	
01/04/2024	Kohekohe Ent Mgmt Fee		4,578.66		Jnl	1463	
09/05/2024	QKE-Kohekohe Ent Mgmt Fee	Quay-Quayside Kohekohe	4,578.66	Paid	DE		000009
07/06/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe	4,578.66	Paid	DE		000019
05/07/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe	4,578.66	Paid	DE		000027
01/08/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe	4,578.66	Paid	DE		000036
01/09/2024	QKE-Kokekoke Ent Mgmt Fee	Quay-Quayside Kohekohe	4,578.66	Paid	DE		000046
			$48,816.90				
Utility--Electricity 190200							
30/11/2023	Jnl 245985 Nova Energy		1,076.66		Jnl	911	
05/01/2024	Jnl NOVA ENERGY LTD Supply 245985		995.05		Jnl	920	
31/01/2024	Nove Energy 13/12/2023 - 12/01/2024		1,061.72		Jnl	1012	
01/03/2024	Nove Energy electricity 13/01/2024-12/02/2024		963.43		Jnl	1169	
03/04/2024	Nova Energy electricity 13.02.24 - 13.03.24		990.17		Jnl	1465	
09/05/2024	QNO-Electricity 14/03/2024-13/04/2024	Quay-Nova Energy	1,085.62	Paid	DE	18599172	000008
31/05/2024	QNO-Electricity 14.04.2024 - 13.05.2024	Quay-Nova Energy	1,042.19	Paid	DE	18704256	000016
18/07/2024	QNO-Electricity 14/05/2024 - 13/06/2024	Quay-Nova Energy	1,123.67	Paid	DE	18797468	000030

Detailed Expenses for the financial year from 01/11/2023 to 30/09/2024

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

General

Administrative Fund

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
31/07/2024	QNO-Electricity 14.06.2024-13.07.2024	Quay-Nova Energy	1,107.91	Paid	DE	18893183	000035
17/09/2024	QNO-Electricity 14.07.2024 - 13.08.2024	Quay-Nova Energy	1,123.47	Paid	DE	18986033	000048
			$10,569.89				
Utility--Rubbish Removal 190800							
20/11/2023	Jnl Pymt:KohekoheEnt.Inv202397 Oct23 Solid waste &		1,470.00		Jnl	883	
20/12/2023	Jnl Pymt:Kohekohe Ent.Inv2023106 Nov23 Solid waste		1,470.00		Jnl	887	
03/01/2024	KKE - Dec 23 solid waste and recyclables	Kohekohe Enterprise	1,470.00	Paid	DE	202401	000002
07/02/2024	KKE - Jan 24 solid waster and recyclables	Kohekohe Enterprise	1,470.00	Paid	DE	202408	000006
04/03/2024	KKE - Feb 24 solid waste and recyclables	Kohekohe Enterprise	1,470.00	Paid	DE	202418	000010
12/04/2024	KKE - Mar 24 Solid waste and recyclables	Kohekohe Enterprise	1,470.00	Paid	DE	202428	000001
14/05/2024	KKE - Apr 24 Solid waste and recyclables	Kohekohe Enterprise	1,470.00	Paid	DE	202432	000010
10/06/2024	KKE - May 24 Solid Waste and Recycles	Kohekohe Enterprise	1,470.00	Paid	DE	202436	000020
09/07/2024	KKE - Monthly Removal of Solid Waste & Recyclables	Kohekohe Enterprise	1,470.00	Paid	DE	202450	000029
12/08/2024	KKE - Monthly Removal of Solid Waste Recyclables	Kohekohe Enterprise	1,512.00	Paid	DE	202453	000037
19/09/2024	KKE - Aug 24 Solid waste and Recyclables	Kohekohe Enterprise	1,512.00	Paid	DE	202459	000051
			$16,254.00				
Utility--Water Rates 191200							
20/12/2023	JnlPymt:Whakatane DC Inv2024 31549 Water Rates 22/		10,262.23		Jnl	895	
09/07/2024	SSK- Water Rates 2023/24	Whakatane District Council	12,565.84	Paid	DE	2024 78521	000033
			$22,828.07				

Total expenses **$264,644.23**

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

Maintenance Works Project
Administrative Fund

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
Admin--Income Tax/WHT-Admin 152800							
30/09/2024	ASB - Gross Interest $232.06 less WHT $64.97		64.97		Jnl	3589	
			$64.97				
Maint Bldg--General Repairs 167200							
12/03/2024	SSB - Exterior sealing maintenance-Sikasil 24 boxe	SS Build & Services Limited	15,456.00	Paid	DE	INV-0238	000013
20/04/2024	SSB-Setup rope-access, remove old sealant, clean	SS Build & Services Limited	85,543.08	Paid	DE	INV-0240	000006
22/04/2024	SSB - Remove and reinstate sealent, less 50% dep.	SS Build & Services Limited	112,418.66	Paid	DE	INV-0250	000015
19/08/2024	SSB - remove and re instate sealant	SS Build & Services Limited	112,455.39	Paid	DE	INV-0253	000044
			$325,873.13				
		Total expenses	**$325,938.10**				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Quayside BC 413545

Quayside Apartments, 11 George Street, WHAKATANE 3120

General

LTMF Fund

Admin--Income Tax--LTMF 252800

Date	Details	Payee	Amount (GST exclusive)	Status	Type	Ref.No.	Payment No.
30/11/2023	Westpac - Gross Interest $559.64 less WHT $167.89		167.89		Jnl	3603	
31/12/2023	Westpac - Gross Interest $583.92 less WHT $175.18		175.18		Jnl	3605	
31/01/2024	Westpac - Gross Interest $628.94 less WHT $188.68		188.68		Jnl	3607	
29/02/2024	Westpac - Gross Interest $589.31 less WHT $176.79		176.79		Jnl	3609	
31/03/2024	Westpac - Gross Interest $427.33 less WHT $128.21		128.21		Jnl	3599	
30/04/2024	Westpac - Gross Interest $0.66 less WHT $0.20		0.20		Jnl	3601	
30/04/2024	ASB - Gross Interest $1027.79 less WHT $287.78		287.78		Jnl	3591	
31/05/2024	ASB - Gross Interest $1102.61 less WHT $308.73		308.73		Jnl	3593	
26/06/2024	ASB - Gross Interest $1083.36 less WHT $303.34		303.34		Jnl	3597	
27/06/2024	ASB - Gross Interest $975.27 less WHT $273.07		273.07		Jnl	3595	
			$2,009.87				
Admin--Transfer to Admin Fund 257400							
27/03/2024	Transfer money from Sinking fund to Admin		12,347.17		Jnl	1370	
			$12,347.17				
		Total expenses	**$14,357.04**				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Client Name:	Quayside - Operating	**Group Name:**	QUAY PROPERTY MANAGMENT LIMITED
Client Known As:	Quayside - Operating	**Group Account:**	12-3476-0033995-37
Client Account:	12-3476-0066674-37		
Client Reference:	Quayside - Operating		
Account type	Sundry		
Opening Date:	15 Apr 2024		

Date	Transaction	Withdrawal	Deposit	Balance
30 Sep 2024	**Opening Balance**			**$421,186.39**
30 Sep 2024	Interest		$1,537.01	$422,723.40
30 Sep 2024	Tax @ 28.00%	$430.36		$422,293.04
30 Sep 2024	**Closing Balance**			**$422,293.04**

QPML Note. This $422,293.04 balance is shown on the Statement of Financial Position as follows:

$104,042.76 Cash at Bank - Operational
$318,250.28 Cash at Bank - LTMF Fund
$422,293.04 Total, as per ASB Bank Statement dated 30.09.24 above.

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

Client Name:	Quayside BC	**Group Name:**	QUAY PROPERTY MANAGMENT LIMITED
Client Known As:	Quayside BC	**Group Account:**	12-3476-0033995-37
Client Account:	12-3476-0066252-37		
Client Reference:	BC413545		
Account type	Sundry		
Opening Date:	02 Apr 2024		

Date	Transaction	Withdrawal	Deposit	Balance
30 Sep 2024	**Opening Balance**			**$64,168.29**
30 Sep 2024	Interest		$232.06	$64,400.35
30 Sep 2024	Tax @ 28.00%	$64.97		$64,335.38
30 Sep 2024	**Closing Balance**			**$64,335.38**

QPML Note. The $64,335.38 bank balance at 30/09/24 is shown in the Statement of Financial Position as follows:

$64,335.38 Investments - Admin

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

Quayside Apartments

7-Year Programme

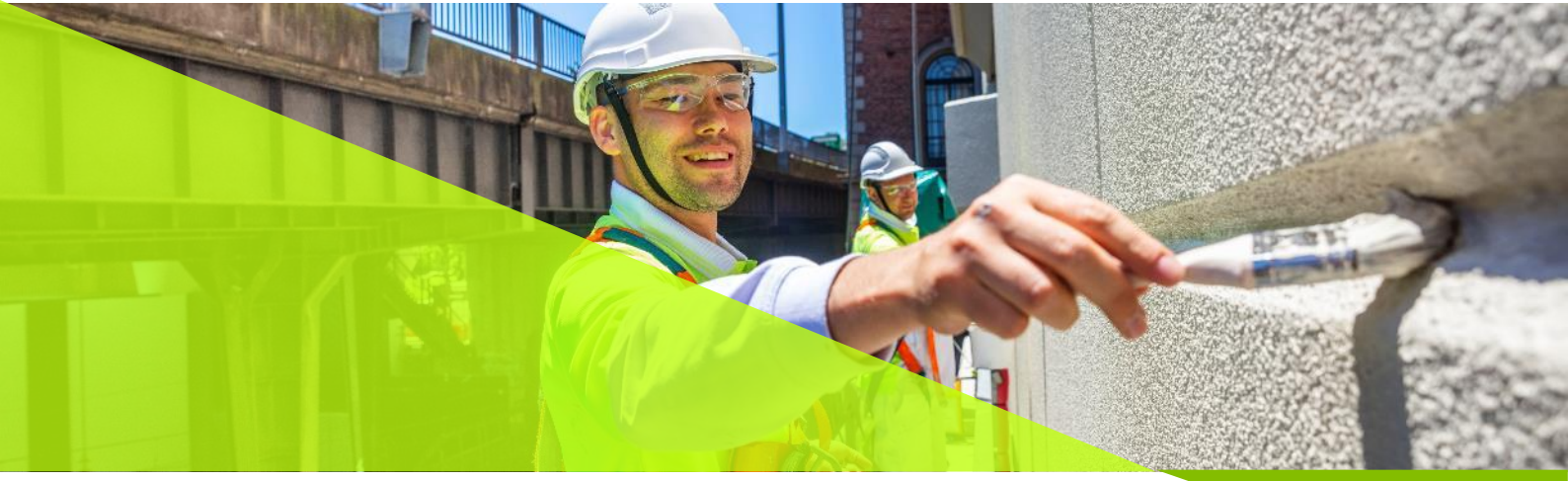
168199

Proposal Prepared for
Quayside Apartments

16/08/24

zero harm
PAINTING & BUILDING PROJECTS

PROGRAMMED



Unit 3, 55 Marguerita Street,
Fenton Park,
Rotorua, 3010

13 August 2024
Quayside Apartments Whakatane
11 George Street
Whakatane
3120
Attn.: Daimen Jones

Programmed Maintenance Services (N.Z.) Ltd
Company Number 527735
programmed.co.nz

Dear Daimen,

Re: Cost-effective solution for Quayside Apartments - Painting Maintenance

Quayside Apartments can very cost-effectively update your property with a repaint. Further maximise your returns on this with maintenance that keeps your buildings looking as good as the day they were first painted. Achieve this in a reliable manner, where cost, safety and quality are assured so you can freely focus on key business priorities; especially where your property:

1. **Exterior and interior painted surfaces require cleaning, repairs and repainting. Structural steel requires repair and recoating of the Intumescent paint, parking area concrete requires repairs and coating.**
2. **Structural Steel and Concrete area require immediate attention. Exterior walls require a deep clean and repaint within 24months, if not rectified coatings failure will occur, incurring repair and/or replacement costs because of its close proximity to the ocean and lack of preventative maintenance.**
3. **The site has multiple areas in various conditions needing a tailored maintenance programme.**

In our meetings, you have frequently mentioned the following:

- Service and finding the right solution
- Cost, affordability and assurance. **No lock-in contracts**
- Timing, implementation and project management

Programmed Property Services (Programmed) has listened very carefully to you and drawn up this 7 year maintenance program to meet you and your property's specifically outlined needs. The proposed solution leverages our 70 plus years' experience and capability, which includes solid industry understanding, strong proven delivery and safety track records, readily deployable teams and multi-disciplinary service offerings.

Specifically, the proposal includes the below to assure you of presentation outcomes and longevity, while addressing key concerns around cost and affordability:

a. Full repaint, of exterior and interior painted surfaces. Strip and recoating of structural steel with Intumescent coating system, bare concrete parking area requires crack repairs and sealing, and the completion of the bulk of works in Year 1, 2, and 3 with annual maintenance for 7 years.

b. Amortised costs. As costs are amortised over the maintenance program, you can plan with confidence knowing that repayments are clearly defined with the amounts set to suit your budget. The agreement term is strong assurance that Programmed will deliver high levels of consistent presentation throughout.

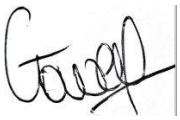
c. The full support of an engaged delivery team well-experienced in contracts of this size and complexity.

4. We will fully project-manage the works on your behalf and are known for safely completing large jobs in tight timeframes (even short ones). So be assured of timely delivery.

Through it all, Programmed will simplify and streamline maintenance for Quayside Apartments. We assign you a single point of contact for personal service and continuous communication. This includes being able to incorporate multiple service needs and trades (painting, grounds, building projects, fit outs, signage, AV and electrical works etc.) into one cohesive solution to minimise risk and procurement time. So, if or when Quayside Apartments requires these, let us make it easy for you; just as we will for this painting maintenance contract.

To further discuss this proposal, please contact me via mobile 0274058507 or email (Clayton.Toweel@Programmed.co.nz).

Kind regards,



Clayton Toweel

Business Development Manager

Executive Summary

Simplifying maintenance and optimising your property's presentation

Painting will improve your property's appearance, protect your asset, and extend its lifespan.

A fresh coat of paint is a fast and cost-effective way to improve your building's appearance, instil owners pride, and increase property and brand value. Painted assets are provided greater protection and their lifespan is further extended.

Programmed thanks Quayside Apartments for the opportunity to submit this proposal for Multiform Programme.

This painting solution will deliver a cost-effective Programme of Work that has inbuilt assurance for affordability, safety and quality. It is designed to provide Quayside Apartments with an invigorated site and buildings, that through on-going maintenance, will continue to look as good in years to come.

Proposal outcomes are aligned with your objectives

This proposal has been tailored to address your specific requirements:

- **Restored presentation and corrected building condition.**
- **Reliable implementation and lasting outcomes.**
- **Simplified processes for safety, quality and timely implementation.**
- **Additional streamlining of specific needs such as short timeframes, working at heights or heights access challenges.**

EXECUTIVE SUMMARY

The three Aces of a Programme of Works

Three components of our proposed solutions will enable you to achieve these with ease and confidence.

APPROACH	AFFORDABILITY	AESTHETICS
The defined scope of work has been tailored to sustain the quality of the building's appearance throughout the programme and minimise unexpected variable costs.	A maintenance programme structures amortised payments to suit your annual budget and aligns the repayments to your cashflow – monthly, quarterly, or seasonal.	By determining when you want work to be completed, you can maximise the visual impact without the full associated upfront costs.

Programmed prides itself on building a partnership that elevates our customer's outcomes

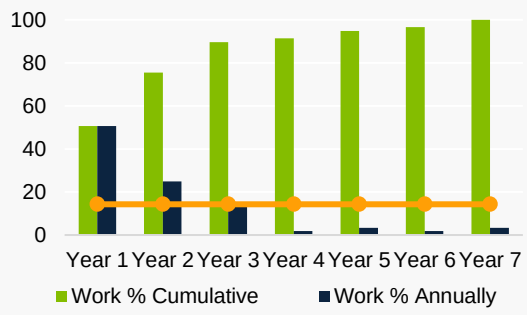
As your painting and property maintenance partner, you can leverage the Programmed Difference, assuring you of.

1. **Contract flexibility** – **There are no lock-in contracts**. They are flexible in time, payment structure and scope to work so they can be adapted to suit your evolving needs throughout the term of the Programme.
2. **Total project management with a single point of contact** - Our programme simplifies maintenance by providing you a single contact even if combining multiple service requirements; streamlining communication while reducing risks and procurement time.
3. **Combined services** - Programmed is uniquely positioned to enable you to bundle multiple service requirements as part of a streamlined solution, including painting, building works, landscaping, grounds and turf solutions, electrical solutions including AV, branding and signage.
4. **Safety is a priority always** - Our safety systems, Safe Work Essentials and daily JSEAs are industry-leading safety practices. Programmed's onsite teams are appropriately experienced, qualified and hold current police and Working with Children clearances.
5. **Timely Delivery** – Our ability to deploy in-house trades teams rather than contractors to deliver most of our services drives cost efficiencies, and gives you improved operational, safety and procurement standards.

Recommendation

We are recommending a 7 Year Multiform Programme as the most efficient and effective solution for specific outcomes you have outlined.

Multiform Programme



Multiform Programme will enable you to achieve:

- Completion of the works you have requested in Years 1, 2, 3.
- On-going preservation of appearance and substrate protection through the yearly maintenance specified in the Scope of Work, maximising your returns on your maintenance dollar
- Ability to spread cost for any upgrading works and annual maintenance over the term of the programme

And – importantly - the underlying confidence you get regarding the assurance of continued first-class building presentation that underpins all our maintenance programmes.

We trust Quayside Apartments will find this to be a quality solution to your requirements for presentation outcomes, longevity and partnership. We look forward to answering any questions and finalising the Programme of Works.

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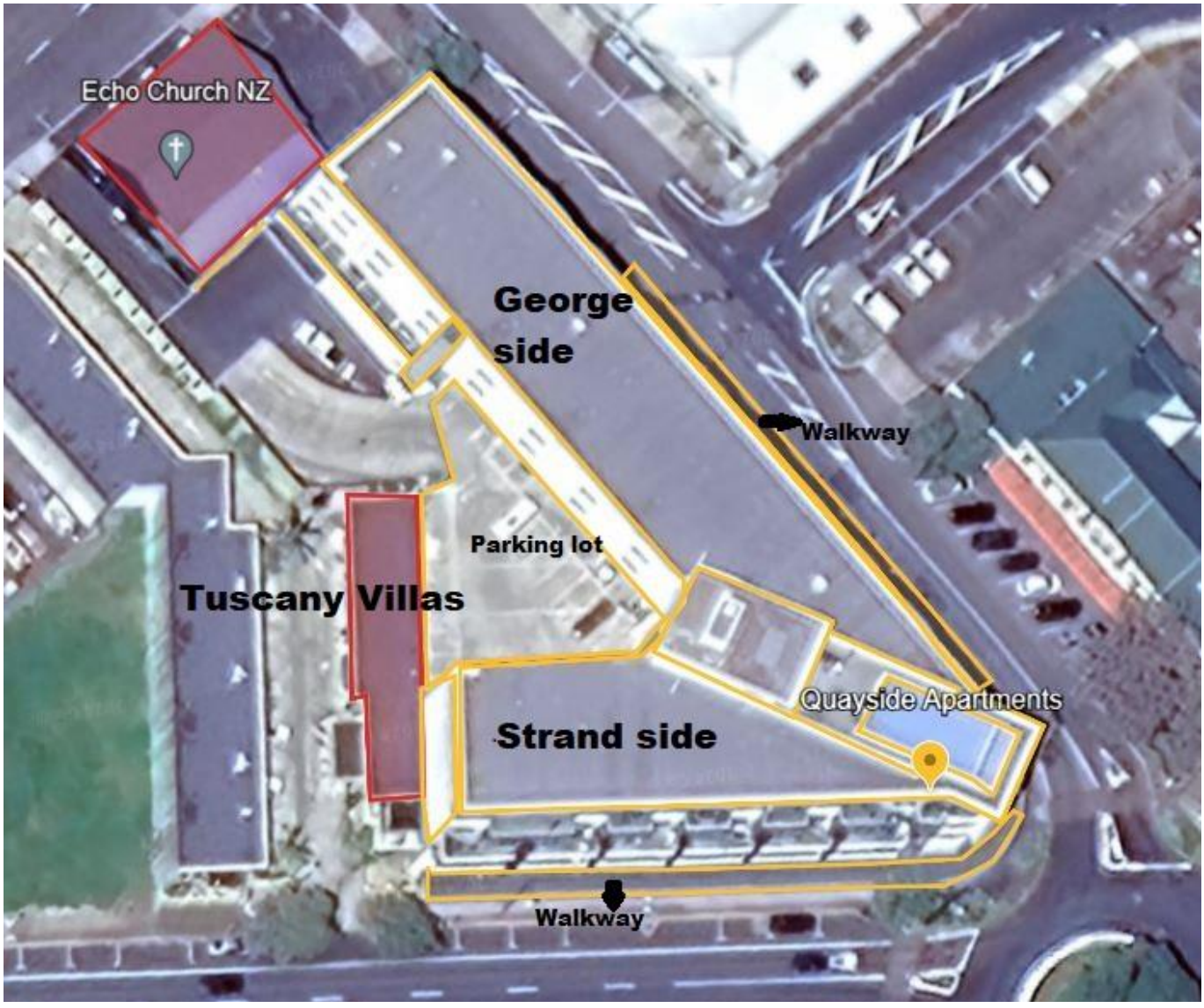
Recommended Approach & Benefits

Site Survey

Programmed has visited Quayside Apartments to undertake in-depth site surveys and establish on-site familiarity.

We have been able to measure all sites and have provided a Programme of Works for each building.

Site Survey

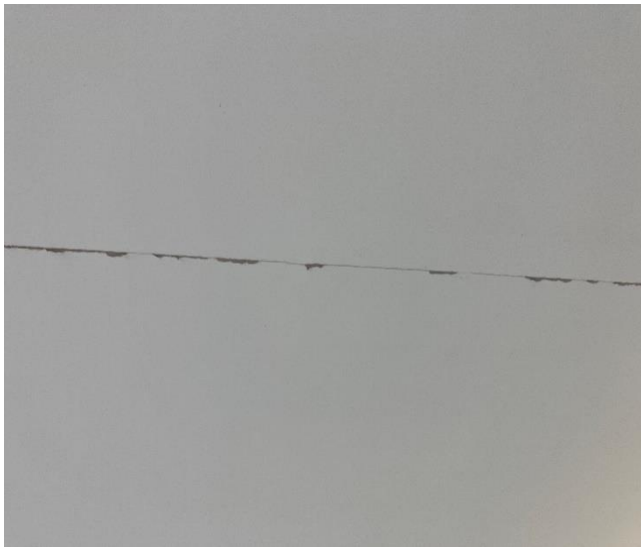


Exclusions: Pavers, roof, signage, stonework, bare timber, bare bricks, fire equipment fittings and fixtures, artwork, coated carpark area, basement asphalt, bin rooms, and all bare and previously unpainted surfaces and any other item not specified.

Site Survey

Structural steel in stairwell – repair and repaint

Ceiling damage in stairwells - repair & paint



Exterior walkway soffit – cracking and delamination – repair and repaint

Exterior pillars – damaged – repair and repaint

RECOMMENDED APPROACH & BENEFITS

Quayside Apartments Whakatane – 7-year Programme

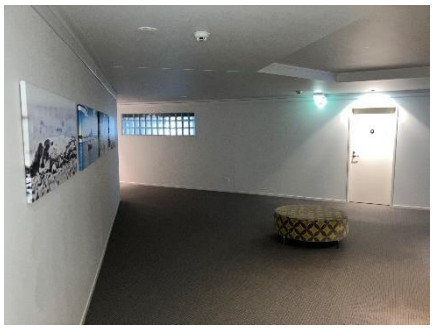
PR Preparation & Repaint

ECP Exterior Coating Preservation Service

GC Gutter Clean

W Washing

Programme of Work & Year	1	2	3	4	5	6	7
Common area Interiors	-	-	PR	-	-	-	-
Structural steel	-	-	PR	-	ECP	-	ECP



Demarcate area of work. Care taken not to block fire exits and door ways.

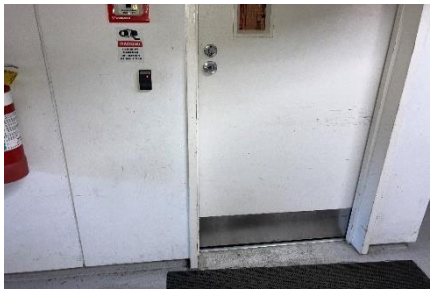
Fit ground sheets. Mask off around all fire sensors, lights, hinges, pipes.

Prepare and paint in accordance with Resene specification.

Year 3 - Prepare and paint interior - walls, doors, door frames, window frames, ceilings, columns, structural steel in stairwells, balustrades.

Two coats - Walls, doors, door frames, structural steel.
One coat – Ceilings and window frames.

Excludes – windows, aluminium window frames, stainless steel items, fire doors.



RECOMMENDED APPROACH & BENEFITS

Quayside Apartments Whakatane – 7-year Programme

PR Preparation & Repaint

ECP Exterior Coating Preservation Service

GC Gutter Clean

W Washing

Programme of Work & Year	1	2	3	4	5	6	7
Exteriors – Shops & Apartments	-	PR, GC, W	ECP, GC, W	ECP, GC, W	ECP, GC, W	ECP, GC, W	ECP, GC, W
Cladding, Roller door	-	W	W	W	W	W	W

Demarcate area of working. Set up elevated work platform – Knuckleboom/scissor lift, erect fixed scaffold (A7 - sub-contractor). Scaffolding erected above walkway, wall above Tuscany villas office area, from end of walkway on George street to wall above/next to church.

Traffic management plan implementation, as per approved method statement by Council.

Wash and prep all surfaces prior to painting.

Prepare and paint in accordance with Resene specification for coastal conditions.

Close proximity to the ocean requires steel work to be coated with industrial two pot coatings.

Environment is called a C5 marine due to being within 1km of the ocean. According to ISO 12944-5 paint film thickness is predetermined and recommended for each environment class – C1-C5.

Annually (from year 2) - Purewash and Moss & Mould spray (as required) – remove lichen build up, gutter cleaning, exteriors wash down - walls, fascia, balcony soffit, walkway soffit, pillars, columns, roller door and box, vents, aluminium cladding, aluminium soffit.

Year 2 - Prepare and paint exterior - walls, fascia, balcony soffit, walkway soffit, pillars, columns, vents, roller door box, nominated rusted steel brackets in covered parking area.

Two coats - walls, fascia, balcony soffit, walkway soffit, pillars, columns, vents, nominated rusted steel brackets in covered parking area

One coat – Balcony soffit

Two pot coatings – Roller door box, vents, nomindated steel brackets.

Excludes – structural steel in parking area and basement, aluminium cladding, concrete, roof, asphalt, interiors.

RECOMMENDED APPROACH & BENEFITS

Quayside Apartments Whakatane – 7-year Programme

PR Preparation & Repaint

ECP Exterior Coating Preservation Service

GC Gutter Clean

W Washing

Programme of Work & Year	1	2	3	4	5	6	7
Steel brackets – parking area	PR	ECP	ECP	ECP	ECP	ECP	ECP

Demarcate work area.

Prepare and paint in accordance with Altex coatings specification.
Wash and prep all surfaces prior to painting.

Degrease area, remove loose rust, treat rusted areas. Prime with industrial coatings, topcoat with industrial coatings.

***Brackets will be prepped as best they can. Corrosion may return, as there is severe corrosion of the structural members in the basement that the brackets are attached to, as well as on the bracket encased in concrete.**

Gym interior	-	-	PR	-	-	-	-
Pool walls	-	PR	ECP	ECP	ECP	ECP	ECP

Gym, pool room interior

Demarcate area of work. Care taken not to block fire exits and door ways.

Fit ground sheets. Mask off around all fire sensors, lights, hinges, pipes.

Prepare and paint in accordance with Resene specification.

Year 3 - Prepare and paint interior - walls, doors, door frames, window frames, ceilings, columns, includes bathroom/toilet area.

Pool area

Year 2 - Exterior – Pool area - walls.

Two coats - Walls, doors, door frames, structural steel.
One coat – Ceilings and window frames.

Excludes – windows, aluminium window frames, aluminium cladding, stainless steel items.

Quayside Apartments Whakatane – 7-year Programme

PR Preparation & Repaint

ECP Exterior Coating Preservation Service

GC Gutter Clean

W Washing

Programme of Work & Year	1	2	3	4	5	6	7
Structural Steel – Intumescent	PR	-	ECP	-	ECP	-	ECP

Basement and Ground floor Structural steel

Demarcate area of work. Care taken not to block fire exits and door ways.
Fit ground sheets. Mask off around all fire sensors, lights, pipes.

Prepare and paint in accordance with Altex Coatings specification for fire rating within a C5 marine environment.
All loose, flaking paint removed by mechanical means – scrapper, grinder, high pressure washer. All rusted areas prepped by mechanical means – grinder, sand paper, removing loose rust.

1. Spot repair and prime with zinc rich primer coat.
2. Spot repair anc coat with Intumescent coatings according to loading table.
3. Apply sealer coat to all structural steel
4. Apply polyurethane topcoat to nominated beams and coloumns exposed to UV only.

*Four coat Intumescent system.

Year 1 - Prepare and paint structural steel according to Altex Coatings specification and loading table – Steel beams, columns.
Specific film thicknesses to be achieved according to loading table.

QC control measures – performed by site Foreman every 4 hours, findings recorded. Paint manufacturer inspections and sign off weekly.

Each layer to be signed off by Southern QA (3rd party registered inspectors), before proceeding to next layer of coating.

***Hard to reach/inaccessable areas**: I.e., between concrete slab/walls and structural steel. These areas will be treated as best we can insitu. Edges will be sealed off with sealer. These areas may cause delamination or coatings failure due to the inability to properly prepare and coat them. Areas will be identified, discussed with management, and addressed accordingly in ECP service years.

Life expectancy of the coating system, indicated at – 20years by manufacturer.
Manufacturers product warranty applies.

RECOMMENDED APPROACH & BENEFITS

Quayside Apartments Whakatane – 7-year Programme

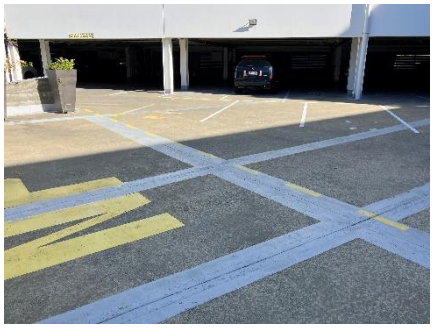
PR Preparation & Repaint

ECP Exterior Coating Preservation Service

GC Gutter Clean

W Washing

Programme of Work & Year	1	2	3	4	5	6	7
Parking area - Open	PR	-	-	-	-	-	-
Parking area – Covered	PR	-	-	-	-	-	-



<u>Bare/uncoated Concrete Slab Ground floor</u>

<u>This is to repair and coat over existing cracks and expansion joints only.</u>

Demarcate area of working.

Overall summary of works:

To provide and install a waterproof membrane to nominated main visible cracks and expansion joints to the under cover/ outdoor area and wall to floor joints.
Cracks/joints measured at approx. 152 l/m and coving wall to floor joints measured at approx. 110l/m.
Areas of work will be identified and marked, and agreed upon before starting.

Detailed breakdown of proposed flooring works:
1. Grind and prepare old water proof membrane.
2. Chase and clean out cracks/joints.

Detailed breakdown of proposed coving works:
1. Grind and prepare floor and wall at 125mm up on the wall and 125mm out on the floor.

<u>Open and covered areas</u>: Coating system – Deckshield ED Rapide – 5 year product guarantee.
Prepare and coat concrete as per Altex Caotings specification guidelines.

Excludes – structural steel in parking area and basement, and concrete in basement, already coated parking area concrete, asphalt, concrete ramp, walls.

A Tailored Maintenance Programme

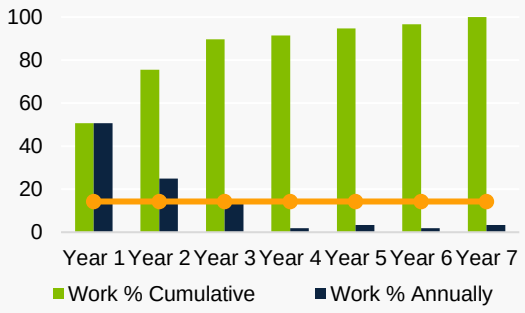
Programmed offers you the ability to tailor payment to suit affordability and budget needs, while maximising aesthetic impact.

The chosen maintenance programme presents Quayside Apartments the following benefits:

- **Affordability** – With fixed costs and an even spread of payments, you can confidently budget and plan
- **Assurance** – The annual maintenance Programmed provides ensures first-class building presentation, providing peace of mind and consistent quality
- **Approach** – The Programmed approach is clearly defined from the outset, instilling confidence in the long-term appearance and maintenance of your buildings
- **Aesthetics** – The upfront completion of upgrading or refresh works allows for a visually appealing transformation without the full associated costs

Multiform Programme™

A uniform solution for multiple facilities or locations.
The Multiform Programme is designed to meet the needs of businesses with multiple assets in various states of repair. The works programme can be tailored to address specific assets as they require attention, while payments are evenly distributed over the period of the agreement.



Pricing Schedule

Programme of Work	Total Cost $ (excluding GST)
7 Year Maintenance Programme at Quayside Apartments	$600,000
Total including GST	**$690,000**
Annual payment – Excluding GST, & Indexation	**$85,714***
Payment terms are fourteen (14) days from date of invoice.	

Pricing Notes

The prices quoted exclude GST and remain valid for a period of 30 days from the date of this quotation.

- Where annual payments have been chosen:
  - The first invoice will be issued once Works have been completed up to the value of the invoice.
  - All subsequent invoices will be issued on the anniversary of the commencement date and are not directly related to the Works carried out in any individual Service Period
- **Annual payments are fixed for Year One of the programme; monthly or quarterly payments are fixed for the first quarter of the programme. Subsequent payments are subject only to variations which have occurred in the cost of labour, materials and operating expenses up until the date of each invoice using the latest available indices.**
  - The distribution of our costs on your project is 65% labour, 10% materials, and 25% operating expenses (e.g. an increase of 5% in the labour index would result in a 3.25% increase in the annual cost).
  - Movement in the cost of labour and materials will be determined using Statistics New Zealand indices. Movement in Operating Expenses will be determined using the Reserve Bank of New Zealand, B3 Business interest rates, SME overdraft rate. Base rates current at date of quotation will be detailed in the Schedule provided upon written acceptance of the Proposal.

Working Hours and Conditions

- Unless otherwise noted in this quotation, all works are based on being carried out during normal working hours.
- Should the customer request part or all of the work to be completed outside of normal working hours or should access to any areas be unavailable during normal working hours, additional charges may apply.
- Unless otherwise agreed, our costs are based on the use of site utilities including water, electricity and amenities for tradespeople.

Free and Clear Access

Free and clear access is to be made available by the customer during each scheduled work period; e.g. joinery and decks. If surfaces are not easily accessed, they will be excluded from further work for the term of the programme.

Summary of Work

Services in this solution specifically chosen to align with building condition and presentation.

PR
Preparation and Repaint

ECP
Exterior Coating Preservation Service

ICP
Interior Coating Preservation Service

W
Washing

NW
No Work

DH
Discretionary Hours

Programmed Coating Preservation System™

The industry leading benchmark for long-term maintenance.

The **Programmed Coating Preservation System™** was developed by Programmed to deliver tailored solutions that align precisely with the building condition and presentation requirements of our customers. This system has set the industry benchmark for quality standards and has remained a shining example of best practices ever since. This unique coding preservation system offers:

Immediate Benefits	Long Term Advantages
• Protection of substrates • Extension of asset lifespan • Enhanced appearance	• Improved long-term value • Cost savings • Predictability in budgeting • Attractive, affordable spread of costs

Utilising the systematic approach, we have customised and refined the Programme of Works to specifically address your distinct requirements. This detailed plan serves as a road map and reference for both Quayside Apartments and the Programmed service delivery team dedicated to your contract.

While extensive due diligence has been conducted in preparing this programme of works, experience has shown that unforeseen underlying issues may arise once the work is underway. In such instances, we will promptly consult you to discuss any potential implications as well as propose effective resolutions.

Service Inspection Report

This proactive measure keeps you updated of the work completed, informs you of the condition of your asset and notifies you of any additional works required.

A Clear Process for Communication

We keep you updated and informed, providing you information and updates both before and after we attend your site.

Prior to the commencement of each Coating Preservation Service:

i. Communication will be forwarded, by letter or email, providing you notification of the forthcoming service.

ii. An appointment will then be arranged to fully inspect all surfaces scheduled for the Service.

iii. Where any work arises:

- by reason of fire, storm, floods, tempest, earthquake, act of God, civil commotion, or war;
- as a result of physical, mechanical, accidental damage or change of environment;
- as damage due to alterations or renovation work, vandalism and/or wilful damage;

these shall not be considered normal wear and tear; and a separate quote will be provided for these areas, if required.

iv. Additionally, it is important to note that the blistering of coatings caused by hydrostatic water pressure (i.e., water trapped between the substrate and the applied surface coating) is not covered by the Exterior Coating Preservation Service.

v. Problems with hydrostatic blistering can only be prevented over the long term by repairing the building substrate at the point of entry.

Following the inspection a service report will be forwarded, by letter or email, noting any building repairs and/or additional works required and a Scope of Work detailing the service work to be performed.

Project Detail

Quality and Assurance

Cohesive, Integrated Management System

Through our proprietary, in-house developed, Integrated Management System (IMS), we holistically manage functions of Quality Assurance, Occupational Health and Safety, Risk and Environmental Management.

As a result, we can tailor risk management plans specific to each customer's needs and ensure consistent service delivery across all areas and sites. Our IMS underpins successful and safe projects because it outlines, ensures and/or establishes:

- Key information able to guide the contract on policy application
- Structure to service delivery
- Compliance with applicable legislation, health and safety standards and environmental standards
- Programmed's quality, OH&S, Environmental and operational responsibilities while on your site/s
- Strategies to mitigate any associated risks and environmental impacts
- A control document for works management

This IMS is founded on and certified to the following international and Australian-New Zealand standards.

Risk Management – Personal Commitment to Safety

Ongoing safety excellence delivers operational excellence. This is the basis of our Zero Harm objective.

Our risk management process enables us to identify potential areas for injury and work towards effectively removing them.

OUR SAFETY SYSTEMS ARE DESIGNED TO PROVIDE THE TOOLS TO IDENTIFY AND ELIMINATE RISK

Site Risk Assessment

Programmed Work Practices

JSEA

Worksite Reviews

Safety Conversations

Toolbox Talks

1 STEP	2 STEP	3 STEP	4 STEP	5 STEP	6 STEP
Carry out initial Risk Assessment of all tasks to be performed during the required work	Identify all the known hazards and risks to site safety	Identify control measures required for each hazard which will eliminate or significantly reduce the identified risks	Inspect all plant and equipment for identified tasks and assess whether it is good working order	Create a Work Method Statement which outlines tasks broken down into steps, responsibilities, supervision levels, adequate qualifications and experience	Identify control measures required for each hazard which will eliminate or significantly reduce the identified risks

Local Community Partnerships

OUR VALUES

- Personal safety leadership
- Care and empathy
- Customer service
- Diversity, inclusion and equality

LOCAL PROCUREMENT

LOCAL TEAMS

Acceptance - Programmes

Quayside Apartments Whakatane
11 George STreet
Whakatane
3120

Attention: Clayton Toweel
E-Mail: Clayton.Toweel@Programmed.co.nz

Proposal Number:	168199	**Proposal Date:**	16 August 2024
Customer Legal Name:	Quayside Apartments Whakatane	**Contract Term:**	7 Years
Customer Registered Address:	11 George street, Whakatane, 3120	**Customer ABN/ACN:**	
Site Address:	11 George street, Whakatane, 3120	**Contract Value:**	$600,000 ex gst, indexation

By accepting this Proposal or otherwise instructing Programmed to commence the works set out in the Proposal (**Works**) you agree and acknowledge the following:

☐ This Proposal is subject to the **Terms and Conditions - Programmes** available from the following as at the date of this Proposal (the **Terms and Conditions**).

AUSTRALIA:
Programmed Maintenance Terms and Conditions Page
https://programmed.com.au/property-building-maintenance-terms-and-conditions/

NEW ZEALAND:
Programmed Maintenance Terms and Conditions Page
https://programmed.co.nz/property-building-maintenance-terms-and-conditions/

ℹ *If you have any questions about the Terms and Conditions, would like a hardcopy, or would like to discuss any proposed amendments, please contact the author of this Proposal or your local Programmed contact.*

☐ The agreement for the Works (**Agreement**) comprises the following documents (which take precedence, unless otherwise stated, in the reverse of the order listed, to the extent there is any inconsistency or conflict between their provisions):

a) this Proposal incorporating the:
   a. Extent of Work; and
   b. Specification;
b) the Terms and Conditions; and
c) the Schedule (when signed)

These documents represent the entire agreement between us and supersede all prior communications, negotiations and arrangements either oral or written.

Any variation to this Agreement must be expressed in writing and signed by both parties. No subsequent terms or conditions provided by the Customer will apply unless expressly agreed in writing and signed by a Programmed authorised representative.

☐ You will maintain your account on a 14 day basis.

☐ This Agreement and the Works are conditional upon the approval of your Customer Onboarding Application by Programmed (where required).

(continued on next page)

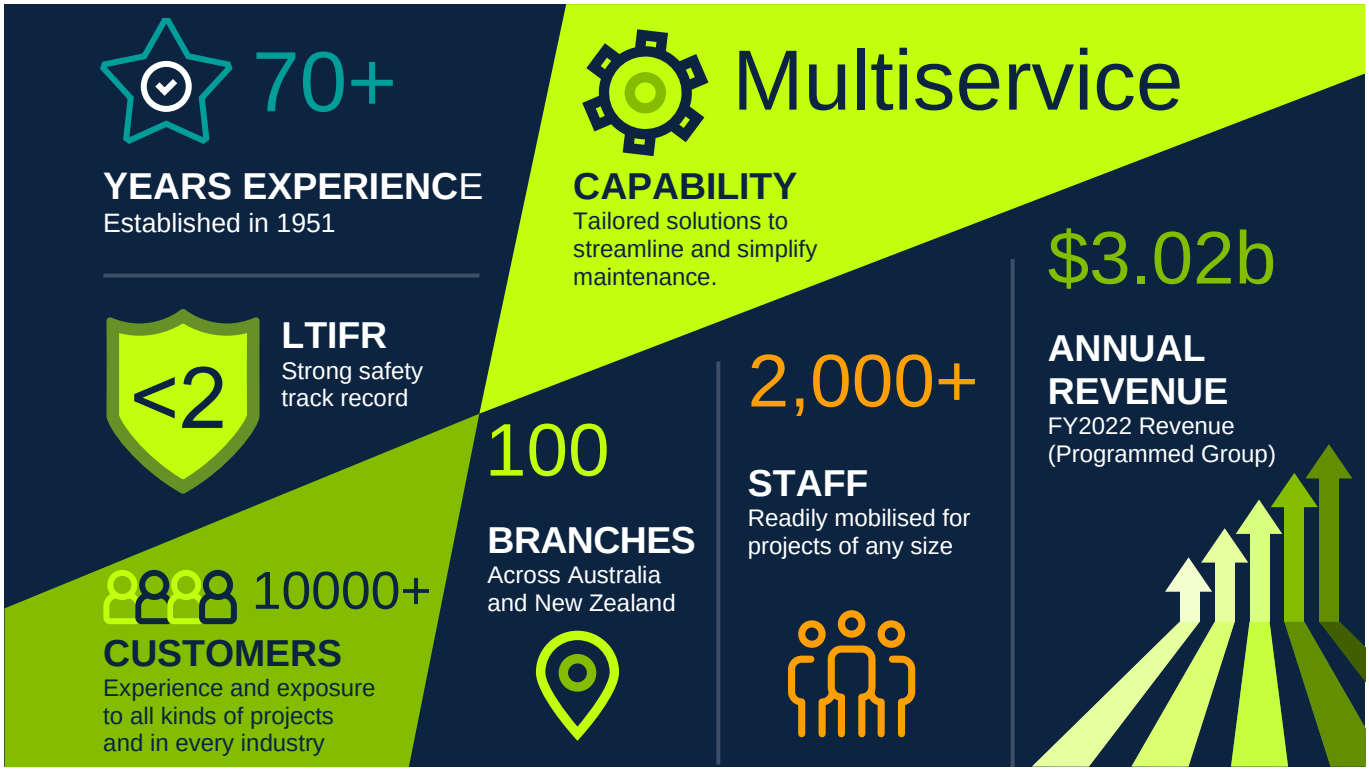
Customer Acknowledgement*

By signing the signatory represents that they are authorised to sign on behalf of the Customer and Programmed is entitled to rely on that representation.

SIGNATURE 1	SIGNATURE 2 (if required*)	WITNESS SIGNATURE (if required*)
NAME	NAME	WITNESS NAME
BODY CORPORATE / ORGANISATION / ENTITY	BODY CORPORATE / ORGANISATION / ENTITY	DATE
POSITION / CAPACITY	POSITION / CAPACITY	Attach Seal Here (if required)
ADDRESS	ADDRESS	
DATE	DATE	

Frequently Asked Questions

WHY CHOOSE PROGRAMMED AS YOUR SUPPLIER OF CHOICE?



- **Technical expertise**
- **Depth of experience**
- **Business-wide approach, across our extensive branch network**
- **Robust Supplier Partnerships**
- **Speedy deployment, timely delivery**
- **Organisational stability**

Our experience dates back to 1951, and we are known as the go-to-property maintenance experts, no matter the difficulty of the work.

We have the expertise to deliver a top-quality result, technically understanding the reality of how long it takes, and executing the work safely and cost-effectively within your timeframes.

Our Property Services business has head offices in each state and branches in key metropolitan and regional locations.

Across this network, we utilise business-wide systems and a clearly defined roadmap to drive responsiveness and uniform operational standards in the execution of all our work.

Our large locally employed in-house trades teams, many with long tenure, primarily deliver the requirements of our customer's requirements.

Programmed is strengthened by our long-term loyal suppliers and preferred contractor network, providing our customers additional surety of supply, quality assurance of our products and specialist contractors who are engaged under Programmed's stringent guidelines and management.

Programmed has nine specialist divisions that work under two key brands:

- **Programmed:** Maintenance of property, assets and facilities management;
- **PersolKelly:** Workforce deployment and people placement.

WHY CHOOSE A LONG-TERM MAINTENANCE PROGRAMME?

Sustained long-term value

A long-term maintenance programme maintains the property's presentation and value, instills pride and reduces ad-hoc procurement that burns time and money.

Affordability

Progammed pioneered long-term programmes as a solution that would help our customers keep their properties consistently well-presented, and through the amortising of costs, still have funds available for other important work.

Asset presentation & preservation

Consistent quality maintenance extends the life of painted surfaces as it minimises deterioration and reduces the extensive preparation often required prior to repainting.

Flexibility

Flexibility:

- No one-size-fits all - All contracts are individually tailored, flexible in time, cost and scope.
- Cost amortisation & repayments – Flexible options for amortisation and repayments allow for amounts that to suit your budget and repayments to be align with your cashflow - monthly, quarterly, or seasonal.
- Relevant Scope of Work - Your maintenance arrangements are reviewed regularly. As your needs evolve, we adapt your scope to meet your preservation and presentation priorities while continuing to address business concerns on costs and timing.

WHAT SERVICE LEVELS CAN YOU EXPECT FROM PROGRAMMED?

Total project management

No matter the size and scale of the job, every project is managed from start to finish by a Programmed employee. This can also include any council liaison, approvals, and permits.

Single point of contact

We simplify maintenance by providing you a single point of contact for all your contract needs, even when combining multiple services. This streamlines communication while reducing risks and procurement time.

Tracking and reporting

Programmed will keep you updated on scheduling and progress; where applicable, we have technology-enabled platforms to simplify tracking and reporting.

Field observations

Field observations help keep your site safe and well-presented; notifying you of potential hazards and as added value, providing you recommendations for better overall site presentation.

Combining services through a single channel of supply

Programmed is uniquely positioned as we offer, in addition to painting, building works, landscaping, grounds and turf solutions, branding and signage, as well audio visual, electrical and lighting solutions.

We can bundle multiple service requirements you may have into one cohesive solution through a single channel of supply. This saves on setup costs, drives procurement efficiency while minimising downtime and onsite disruption.

HOW WILL PROGRAMMED ENSURE THE SAFETY OF OUR PEOPLE, PROPERTY AND ENVIRONMENT?

- **Industry best-practice work safety methods**
- **Leading edge HSE management processes**
- **Environment**

All jobs have inherent risk; so when choosing Programmed, our customers often tell us how glad they are for the unequivocal level of safety we provide.

Programmed's 'Safe Work Essentials' underpin our goal of zero harm. Our safety systems provide the tools to identify and eliminate risk, reduce unnecessary downtime, and ensure the well-being of your people and ours, especially when we're on your site.

6. **Risk Assessment**

   Risk assessments are completed as part of quoting to identify risks.

7. **Safe Work Assessments & Safe Work Method Statements**

   Safe Work Assessments are completed before starting any job.

   Safe Work Method Statements issued for high-risk jobs.

   All known risks and the method of controls to eliminate or significantly reduce the level of risk are identified before proceeding.

8. **Job Safety & Environment Analysis**

   Job Safety & Environment Analysis (JSEA) conducted daily, and on each job.

Whenever possible, we deliver through our in-house teams instead of contractors, underpinning our ability to ensure consistently executed safety practices.

For further information on Safe Work Essentials, and our Assurance process and standards please click here.

Our company's Integrated HSE Management System is designed to comprehensively manage quality, health and safety, and environmental risks. This system is built on and certified to Australian / New Zealand and international standards for ISO 9001, 14001, 45001, 27001, 55001 and 31000.

We are industry leaders in water and waste recycling, actively embedding lower-emission equipment, and seeking to continuously reduce our footprint.

Protective Coatings Specification

TG-2024-179629

Spec Type Maintenance Repaint
Job Name 43025 - Quayside Apartments
Description Concrete slab attachment brackets.
Location 11 George Street, Whakatane, Bay of Plenty, New Zealand
Environment Exterior coastal
Substrate Mild Steel - coated

Company Programmed Property Services Ltd - Rotorua
Address Unit 3, 55 Marguerita Street , Fenton Park, Rotorua 3010
City Rotorua
Region Bay of Plenty
Country New Zealand

Contact Clayton Toweel
Title Business Development Manager
Phone 0274058507
Email Clayton.Toweel@programmed.co.nz

carboline
Coatings - Linings - Fireproofing
Altex Coatings Limited
PO Box 142
TAURANGA
New Zealand

Phone (64-7) 541-1221
Fax (64-7) 541-1310

Surface Preparation

Low Pressure Water Clean (min 3,000 psi) to remove all salt, loose paint and soluble contamination.
Power tool clean to SSPC-SP 3 (AS 1627.2 St 3) to remove all corroded and damaged paint areas.
Clean to remove all dust, grit and debris.
Full prime the SP 3 prepared substrate with Coat 1.
Apply full coat of Coat 2.
All surfaces must be clean and dry before painting

Coating System

Product	Coating	Colour	TC	WFT	DFT	MR	Min Time	Max Time	Thin	Note
1 - Carboguard 636 XT	full prime		4.1	247	200	4:1	6 hours	5 days	#12	
2 - E~Line 379	full coat	White	10.0	100	60	4:1	6 hours	24 hours	#25	

TC = Theoretical coverage m2/litre
WFT = Wet Film Thickness um
DFT = Dry Film Thickness um
MR = Mix ratio by volume

Min Time = Recoat Minimum@24°C/50% RH
Max Time = Recoat Maximum@24°C/50% RH
Thin = Thinner(Spray)

Notes

NB: DO NOT exceed maximum recoat times

Issue Date	Authorised By	Issued By	Written By
Monday, 24 June 2024	Michael Wheatley	Brian Harris	Brian Harris

* For specific details referred to in the above specification, please refer to the relevant product or material safety data sheets
* Spray application is normally recommended. Suitable equipment may include airless/air assisted airless /HVLP or conventional pressure pot equipment
* If the specified thickness is not achieved in one coat, additional coats must be applied to meet the specified D.F.T. Stripe coats should be brush applied.
* Any contamination or moisture which occurs between coats must be removed by suitable means before applying successive coats in the system.

To the greatest extent permitted under statute:
The information and any recommendations contained in this Specification are strictly dependent on
* the substrate being compliant with its specification or nominated industry recognisedstandard and otherwise free of any defect.
* The operating environment and use and performance parameters of the coated item, machine or system being as represented to Altex.
* Absolute adherence to the specification including the use of any nominated thinners. Any change or revision to the Specification MUST be in the form of a Revised Specification, signed by Altex personal, or it shall be of no effect and Altex shall have no liability whatsoever.
Altex Coatings Ltd will have no liability to any party whatsoever in respect of the performance and/or fitness for purpose of the specification in the event of the claimant not being able to demonstrate compliance with the above three bullet pointed clauses. Any liability Altex Coatings Ltd may have shall be strictly limited to the replacement of the areas of affected coatings and Altex Coatings Ltd shall have the right to nominate the products, the labour, and the location where relevant, for any remedial work Altex Coatings Ltd may be liable for.

Protective Coatings Specification

TG-2024-179628

Spec Type Maintenance Repaint / Repair
Job Name 43025 - Quayside Apartments
Description Under ground car park main entrance beam .
Location 11 George Street, Whakatane, Bay of Plenty, New Zealand
Environment Interior exposed
Substrate Mild Steel - coated

Company Programmed Property Services Ltd - Rotorua
Address Unit 3, 55 Marguerita Street , Fenton Park, Rotorua 3010
City Rotorua
Region Bay of Plenty
Country New Zealand

Contact Clayton Toweel
Title Business Development Manager
Phone 0274058507
Email Clayton.Toweel@programmed.co.nz

carboline
Coatings - Linings - Fireproofing

Altex Coatings Limited
PO Box 142
TAURANGA
New Zealand

Phone (64-7) 541-1221
Fax (64-7) 541-1310

Surface Preparation

Any surface contamination shall be removed in accordance with SSPC-SP 1 (AS 1627.1).
Abrasive blast to SSPC-SP 10 (AS 1627.4 Sa 2½) and achieve a uniform jagged blast profile of between 35µm (minimum) and up to 75µm.
Clean to remove all dust, grit and debris.
Apply Coat 1 to the prepared SP 10 substrate.
NB: the total DFT below intumescents must not exceed 150µm DFT average. Spot group readings up to 200µm DFT average and individual guage readings of up to 250µm DFT are allowable.
Apply a full coat of Coat 2 as per Quayside Apartments Nullifire SC601 Schedule .
Apply full coats of Coats 3 and 4.
All surfaces must be clean and dry before painting

Coating System

Product	Coating	Colour	TC	WFT	DFT	MR	Min Time	Max Time	Thin	Note
1 - Carboguard 635	full prime		6.5	154	100	4:1	2 hours	90 days	#76	
2 - Nullifire SC601	As required				0	N/A	Data	Data	N/A	
3 - Pro~Seal	full coat		10.0	100	50	N/A	Data	Data	#53	
4 - E~Line 379	full coat	White	10.0	100	60	4:1	6 hours	24 hours	#25	

TC = Theoretical coverage m2/litre
WFT = Wet Film Thickness um
DFT = Dry Film Thickness um
MR = Mix ratio by volume

Min Time = Recoat Minimum@24°C/50% RH
Max Time = Recoat Maximum@24°C/50% RH
Thin = Thinner(Spray)

Notes

The film thickness (DFT) for Nullifire SC601 is indicated at 0 microns to reflect that film thicknesses will vary from item to item; refer to relevant Quayside Apartments Nullifire SC601 Schedule Data for actual required DFT.
The coatings nominated above are approved and certified for use in Intumescent Fire Proofing Systems and are not to be substituted without prior approval from Altex Coatings.
Refer to Altex Technical Services for clarification or further information.

Refer to section 6 of the Fire Protection Association New Zealand Code of Practice for intumescents for further guidance on application specifics.
NB: DO NOT exceed maximum recoat times

Issue Date	Authorised By	Issued By	Written By
Monday, 24 June 2024	Michael Wheatley	Brian Harris	Brian Harris

* For specific details referred to in the above specification, please refer to the relevant product or material safety data sheets
* Spray application is normally recommended. Suitable equipment may include airless/air assisted airless /HVLP or conventional pressure pot equipment
* If the specified thickness is not achieved in one coat, additional coats must be applied to meet the specified D.F.T. Stripe coats should be brush applied.
* Any contamination or moisture which occurs between coats must be removed by suitable means before applying successive coats in the system.

To the greatest extent permitted under statute:
The information and any recommendations contained in this Specification are strictly dependent on
* the substrate being compliant with its specification or nominated industry recognisedstandard and otherwise free of any defect.
* The operating environment and use and performance parameters of the coated item, machine or system being as represented to Altex.
* Absolute adherence to the specification including the use of any nominated thinners. Any change or revision to the Specification MUST be in the form of a Revised Specification, signed by Altex personal, or it shall be of no effect and Altex shall have no liability whatsoever.
Altex Coatings Ltd will have no liability to any party whatsoever in respect of the performance and/or fitness for purpose of the specification in the event of the claimant not being able to demonstrate compliance with the above three bullet pointed clauses. Any liability Altex Coatings Ltd may have shall be strictly limited to the replacement of the areas of affected coatings and Altex Coatings Ltd shall have the right to nominate the products, the labour, and the location where relevant, for any remedial work Altex Coatings Ltd may be liable for.

Protective Coatings Specification

TG-2024-179630

Spec Type Fireproofing Upgrade
Job Name 43025 - Quayside Apartments
Description Car parks nominated structural beams and columns.
Location 11 George Street, Whakatane, Bay of Plenty, New Zealand
Environment Interior exposed
Substrate Mild Steel - coated previously in M-77 & M-71. Full strip of the M-77 & M-71.

Company Programmed Property Services Ltd - Rotorua
Address Unit 3, 55 Marguerita Street , Fenton Park, Rotorua 3010
City Rotorua
Region Bay of Plenty
Country New Zealand

Contact Clayton Toweel
Title Business Development Manager
Phone 0274058507
Email Clayton.Toweel@programmed.co.nz

carboline
Coatings - Linings - Fireproofing
Altex Coatings Limited
PO Box 142
TAURANGA
New Zealand

Phone (64-7) 541-1221
Fax (64-7) 541-1310

Surface Preparation

Any surface contamination shall be removed in accordance with SSPC-SP 1 (AS 1627.1).
Power tool clean to remove all M-77 & M-71 to expose the High build rust barrier green primer.
Abrade existing High build rust barrier green primer.
Clean to remove all dust, grit and debris.
Apply Coat 1 to the prepared SP 10 substrate.
NB: the total DFT below intumescents must not exceed 150µm DFT average. Spot group readings up to 200µm DFT average and individual guage readings of up to 250µm DFT are allowable.
Apply a full coat of Coat 2 as per Quayside Apartments Nullifire SC601 Schedule .
Apply full coats of Coats 3 and 4.
All surfaces must be clean and dry before painting

Coating System

Product	Coating	Colour	TC	WFT	DFT	MR	Min Time	Max Time	Thin	Note
1 - High Build Rust Barrier	full prime		9.0	111	50	N/A	18 hours	1 month	#53	
2 - Nullifire SC601	full coat				0	N/A	Data	Data	N/A	
3 - Pro~Seal	full coat		10.0	100	50	N/A	Data	Data	#53	
4 - E~Line 379	full coat	White	10.0	100	60	4:1	6 hours	24 hours	#25	

TC = Theoretical coverage m2/litre
WFT = Wet Film Thickness um
DFT = Dry Film Thickness um
MR = Mix ratio by volume

Min Time = Recoat Minimum@24°C/50% RH
Max Time = Recoat Maximum@24°C/50% RH
Thin = Thinner(Spray)

Notes

The film thickness (DFT) for Nullifire SC601 is indicated at 0 microns to reflect that film thicknesses will vary from item to item; refer to relevant Quayside Apartments Nullifire SC601 Schedule Data for actual required DFT.

The coatings nominated above are approved and certified for use in Intumescent Fire Proofing Systems and are not to be substituted without prior approval from Altex Coatings.
Refer to Altex Technical Services for clarification or further information.

Refer to section 6 of the Fire Protection Association New Zealand Code of Practice for intumescents for further guidance on application specifics.
NB: DO NOT exceed maximum recoat times

Issue Date	Authorised By	Issued By	Written By
Monday, 24 June 2024	Michael Wheatley	Brian Harris	Brian Harris

* For specific details referred to in the above specification, please refer to the relevant product or material safety data sheets
* Spray application is normally recommended. Suitable equipment may include airless/air assisted airless /HVLP or conventional pressure pot equipment
* If the specified thickness is not achieved in one coat, additional coats must be applied to meet the specified D.F.T. Stripe coats should be brush applied.
* Any contamination or moisture which occurs between coats must be removed by suitable means before applying successive coats in the system.

To the greatest extent permitted under statute:
The information and any recommendations contained in this Specification are strictly dependent on
* the substrate being compliant with its specification or nominated industry recognisedstandard and otherwise free of any defect.
* The operating environment and use and performance parameters of the coated item, machine or system being as represented to Altex.
* Absolute adherence to the specification including the use of any nominated thinners. Any change or revision to the Specification MUST be in the form of a Revised Specification, signed by Altex personal, or it shall be of no effect and Altex shall have no liability whatsoever.
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Altex Coatings Limited
P.O. Box 142
Tauranga

Project: *Nullifire SC601 Offset Schedule - Quayside Apartments Whakatane for Programmed Painting Services Rotorua
Customer: Programmed Painting Services (per Brian Harris, Altex / Carboline Rotorua)
Date: Tuesday, June 25, 2024
Schedule Reference: AWT-240625B
*This schedule is a line by line direct offset to Firetex FX2000 schedule MT-071106A issued 6th November 2007

NULLIFIRE SC601 - FIREPROOFING SCHEDULE

ITEM CODE	ELEMENT NAME	CONFIGURATION	SIDES	Hp/A	LINEAL Metres	AREA Metre^2	FRR Minutes	DFT Microns	LITRES SC601	COMMENTS	Check WFT
C1	310UC118	Column	4s	100	56.70	85.23	60	262	31.5	4 sided LT 3 sides exposed	363
C1	310UC118	Column	4	120	99.90	180.82	60	333	84.0		462
C2	150SHS9	Column	4s	85	43.20	17.76	60	757	19.0	4 sided LT 3 sides exposed	1051
C3	250UC89	Column	4	131	10.80	16.20	60	372	8.5		516
C5	PG 315x310x65x40	Column	4	33	10.80	19.33	60	225	6.5	P & Hp/A calculated in database	312
C5	PG 315x310x65/70x40	Column	4	33	2.70	4.83	60	225	2.0	P & Hp/A calculated in database	312
2 x I-Beams	PG 250x500x26x52	Column	4	49	80.10	156.20	60	225	49.0	P & Hp/A calculated in database	312
1B1	250UB25	Beam	3	244	55.60	43.82	60	625	38.5		868
1B3	460UB74	Beam	3	152	176.70	256.14	60	365	130.0		506
1B3	460UB74	Beam	3	152	15.00	21.74	60	365	11.5		506
1B4	460UB74	Beam	3	152	201.90	292.67	60	365	148.5		506
1B5	360UB51	Beam	3	182	126.40	148.96	60	450	93.5		625
1B6	310UB40	Beam	3	208	34.90	37.51	60	523	27.5		726
1B6	310UB40	Beam	3	208	24.00	25.80	60	523	19.0		726
1B7	PG 440x310x40x32	Beam	3	45	5.80	10.15	60	239	3.5	P & Hp/A calculated in database	331
1B8	310UC118	Beam	3	100	31.60	47.50	60	239	16.0		331
1B9	PG 450x250/450x32x20	Beam	3	44	25.80	49.28	60	239	16.5	P & Hp/A calculated in database	331
1B10	PG 450x200x20x16	Beam	3	96	7.90	11.61	60	239	4.0	P & Hp/A calculated in database	331
1B11	200UB25	Beam	3	237	43.40	33.27	60	606	28.5		841
1B12	PG 460x310x20x20	Beam	3	83	7.00	12.67	60	239	4.5	P & Hp/A calculated in database	331
1B13	230PFC	Beam	3	207	7.00	4.66	60	521	3.5		723
1B14	250PFC	Beam	3	163	33.60	24.86	60	396	14.0		550
C1	310UC118	Column	4s	100	97.20	146.11	60	262	53.5	4 sided LT 3 sides exposed	363
C1	310UC118	Column	4s	100	75.60	113.64	60	262	41.5	4 sided LT 3 sides exposed	363
C2	150SHS9	Column	4s	85	43.20	17.76	60	757	19.0	4 sided LT 3 sides exposed	1051
C3	250UC89	Beam	4s	109	10.80	13.44	60	294	5.5	4 sided LT 3 sides exposed	408
C12	114CHS4.8	Column	4	218	10.80	3.88	60	1864	10.5		2588
2B1	250UB25	Beam	3	244	53.00	41.77	60	625	36.5		868
2B3	460UB74	Beam	3	152	143.30	207.73	60	365	105.5		506
2B3	460UB74	Beam	3	152	19.00	27.54	60	365	14.0		506
2B4	460UB74	Beam	3	152	160.20	232.23	60	365	118.0		506
2B4	460UB74	Beam	3	152	71.10	103.07	60	365	52.5		506
2B5	360UB51	Beam	3	182	132.60	156.27	60	450	98.0		625
2B6	310UB40	Beam	3	208	52.30	56.22	60	523	41.0		726
2B6	310UB40	Beam	3	208	24.00	25.80	60	523	19.0		726
2B7	PG 460x250x16x16	Beam	4	122	8.50	16.07	60	333	7.5	P & Hp/A calculated in database	462
2B8	PG 400x315x16x16	Beam	4	123	7.90	16.04	60	333	7.5	P & Hp/A calculated in database	462
2B9	PG 450x250x16x16	Beam	4	122	8.00	14.96	60	333	7.0	P & Hp/A calculated in database	462
		Totals				**2693.52**			**1396.0**	Litres	
									78	25 kg (18.12 litre) pails	

NOTES:* The schedule data tabulated above is based on information received by Altex Coatings Limited. All care has been taken to ensure accuracy of detail however it is the responsibility of the customer to ensure the listed structural items, their dimensions, configurations & fire resistance ratings (FRR) are correct to the actual project works. Altex Coatings believes the listed Nullifire SC601 film thickness loadings (DFT) are correctly calculated from certified test and aproval data; all listed quantities are on a theoretical basis and customers norms should be included for the calculation of wastage, coatback and other losses.

* Please note in particular that , unless alternatively specified and noted in the schedule, DFTs are based on accepted industry standard practice. Therefore, unless otherwise specified calculations will be based on the following assumed Limiting Temperatures: (1) 620°C for 3 sided H beams, (2) 550°C for 4 sided H beams / columns, (3) 520°C for 4 sided RHS / CHS.
* Nullifire SC601 loading DFTs are drawn from certified test and approval tables (BS476: Part 21); reference Warringtonfire Testing & Certification Ltd, Certifire CF5767 (Sept 2024).
* Nullifire SC601 is solely for interior use and should not be exposed to cyclic condensation without an approved sealer. Apply and cure under clean, dry and well ventilated conditions.

ENCF configuration as highlghted indicates the SC601 loadings have been adjusted for hollow section core-filling according to test data to EN13381-6:2012

carboline®
Coatings - Linings - Fireproofing

ISO 12944 Standard

Corrosion Protection of Steel Structures by Protective Paint Systems

ISO 12944

Corrosion Protection of Steel Structures by Protective Paint Systems

This standard is intended to assist the user in the best practice for protecting steel surfaces from corrosion. It helps in the proper selection of coatings for different environmental exposures, from the identification of exposures to surface preparation to the testing of coatings and specification writing. The standard also covers the environmental classifications; and, in a general nature, helps define the types of exposures that a coating system might be exposed to. These classifications are listed below.

C1 & C2
Rural areas, low pollution; or interior controlled environment

C3
Urban and industrial atmospheres, moderate sulfur dioxide pollution; coastal areas with low salinity

C4
Industrial areas and coastal areas with moderate salinity

C5
Industrial areas with high humidity and aggressive atmosphere and coastal areas with high salinity

CX
Offshore areas with high salinity and industrial areas with extreme humidity and aggressive atmosphere and sub-tropical and tropical atmospheres

Im1
Immersion in fresh water

Changes to corrosion categories:

The old C5-I and C5-M categories have been replaced with C5 High for harsh onshore categories. The CX category for offshore and marine have been added and its testing requirements are detailed under the ISO 12944-9 part. There is also the addition of a fourth immersion category, IM4, which covers immersed structures in the sea or brackish water protected by cathodic protection. The new ISO 12944 standard has incorporated the cyclic aging testing method traditionally used in the ISO 20340 testing protocol for the C4 Very High, C5 High, and C5 Very High categories, in addition to the traditional testing regimes used in the old ISO 12944 standard. The number of cycles varies depending on the corrosivity levels. The new standard incorporates minimum dry film thicknesses for individual coats and total system in effort to improve performance and longevity - for more information check Table B.2 in ISO 12944-5 (2018).

DEFINED BY: ISO 12944-2				DEFINED BY: ISO 12944-1
CATEGORY	CORROSIVITY CATEGORY	ENVIRONMENTAL DESCRIPTION (EXTERIOR)	ENVIRONMENTAL DESCRIPTION (INTERIOR)	DURABILITY RANGES
C1	Very low	N/A	Heated buildings with clean atmospheres e.g. offices, shops, schools, hotels	Low (<7 years)
				Medium (7-15 years)
				High (15-20 years)
				Very High (>25 years)
C2	Low	Atmospheres with low level of pollution: mostly rural areas	Unheated buildings where condensation can occur	Low (<7 years)
				Medium (7-15 years)
				High (15-20 years)
				Very High (>25 years)
C3	Medium	Urban and industrial atmospheres, moderate sulfur dioxide pollution; coastal areas with low salinity	Production rooms with high humidity and some air pollution, e.g. food-processing plants, laundries, breweries, dairies	Low (<7 years)
				Medium (7-15 years)
				High (15-20 years)
				Very High (>25 years)
C4	High	Industrial areas and coastal areas with moderate salinity	Chemical plants, swimming pools, coastal ship and boat yards	Low (<7 years)
				Medium (7-15 years)
				High (15-20 years)
				Very High (>25 years)
C5	Very high	Industrial areas with high humidity and aggressive atmosphere and coastal areas with high salinity	Buildings or areas with almost permanent condensations and with high pollution	Low (<7 years)
				Medium (7-15 years)
				High (15-20 years)
				Very High (>25 years)
CX	Extreme	Offshore areas with high salinity and industrial areas with extreme humidity and aggressive atmosphere and sub-tropical and tropical atmospheres	Industrial areas with extreme humidity and aggressive atmosphere	Very High (>25 years)

Understanding ISO 12944 exposure classifications

Specifiers rely on the ISO 12944 classifications shown on the prior page to select the most appropriate corrosion protection for the environmental characteristics of its location.

Products marketed to meet each classification's performance requirements must pass laboratory tests that simulate the expected environmental conditions. As the graphic below shows, the required tests vary based on how long a corrosion protection coating system is expected to perform, as well as how harsh or mild its service environment will be.

<table>
<tr><th></th><th>C3</th><th>C4</th><th>C5</th><th>CX</th></tr>
<tr><td>LOW
(<7 YEARS)</td><td colspan="2" rowspan="3">Non-cyclic testing
Durations as 1998 (E) revision
ISO 6270 / ISO 9227</td><td>Non-cyclic testing: linear durations TBC ISO 6270 / ISO 9227</td><td>N/A</td></tr>
<tr><td>MEDIUM
(7-15 YEARS)</td><td rowspan="2">N/A</td></tr>
<tr><td>HIGH
(15-25 YEARS)</td><td>Phased introduction of Cyclic aging testing: 10 cycles / 1680 hours</td></tr>
<tr><td>VERY HIGH
(25+ YEARS)</td><td>Non-cyclic testing durations as 1998 (E)</td><td>Phased introduction of Cyclic aging testing: 10 cycles / 1680 hours</td><td>Cyclic ageing testing: 16 cycles / 2688 hours</td><td>Cyclic aging testing: 25 cycles / 4200 hours</td></tr>
</table>

Testing methods key terms

Understanding some of the key terms in the table above can show why the performance testing methods noted in ISO 12944 are appropriate.

Non-cyclic testing is conducted under consistent conditions (such as temperature, moisture, or some other variable) for the duration of a test. Generally, non-cyclic testing is adequate to simulate performance of corrosion protection systems in low-corrosivity and short- to medium-life performance.

For one example, ISO 6270 is a non-cyclic test where test panels are suspended over warm water so that condensation forms over the coating. For another, ISO 9227 describes salt spray testing, where test panels are placed in a salt fog cabinet and exposed to salt spray.

Cyclic ageing refers to testing where important variables (such as moisture, temperature, or UV radiation) change within each cycle. These are more strenuous conditions, so cyclic ageing tests are conducted to verify performance of coating systems for more corrosive or longer-lived service.

For example, one cycle in the cyclic ageing test described above consists of three days of ISO 16474-3 UV Condensation testing, followed by three days of ISO 9227 Neutral Salt Spray testing, and finally one day of low-temperature exposure at -4°F (-20°C). As performance requirements increase, the number of cycles required to verify performance increase.

Innovative Technologies Clause (ISO 12944-5)

New innovative coating technologies might provide equivalent corrosion protection at lower NDFT and/or reduced MNOC.

Field experience may also prove higher performance vs. NDFT/MNOC guidelines.

A combination of field and lab testing should be used to prove the performance of new systems.

Shorter durations of testing in harsher environments can establish systems fit for purpose.

C3 Medium (durability years 7-15):

Urban and industrial atmospheres, moderate sulfur dioxide pollution; coastal areas with low salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Aliphatic polyaspartic	Carboquick 200	**6 mils (150 microns)**
	Phosphatized cold-rolled steel	**6 mils (150 microns)**
Aliphatic polyaspartic	Carboquick 200	
Zinc-rich epoxy	Carbozinc 8701	**5 mils (150 microns)**
Aliphatic polyurethane	Carbothane 8832	
Acrylic aliphatic polyurethane	Carbothane 8845	**4 mils (100 microns)***
Acrylic aliphatic polyurethane	Carbothane 8815	**4 mils (100 microns)***

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

C3 High (durability years 15-25):

Urban and industrial atmospheres, moderate sulfur dioxide pollution; coastal areas with low salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Inorganic copolymer	Thermaline Heat Shield	**9 mils (225 microns)**
Inorganic copolymer	Thermaline Heat Shield	
Epoxy phenalkamine	Carbomastic 615	**8 mils (200 microns)**
Epoxy phenalkamine	Carbomastic 615	
Epoxy phenalkamine	Carboguard 635	**8 mils (200 microns)**
Epoxy phenalkamine	Carboguard 635	
Cycloaliphatic amine epoxy	Carboguard 890	**8 mils (200 microns)**
Aliphatic polyaspartic	Carboquick 200	**8 mils (200 microns)**
Inorganic zinc silicate	Carbozinc 11	**7 mils (175 microns)**
Epoxy polyamide	Carboguard 60	
Inorganic zinc silicate	Carbozinc 11	**7 mils (175 microns)**
Cycloaliphatic amine epoxy	Carboguard 890	
Epoxy phenalkamine	Carboguard 635	**7 mils (175 microns)***
Polyurethane finish	Carbothane 134 HG	
Reinforced zinc-rich primer	Carbozinc 808	**7 mils (175 microns)**
Cycloaliphatic amine epoxy	Carboguard 890	
Zinc-rich epoxy	Carbozinc 858	**7 mils (175 microns)**
Epoxy polyamide	Carboguard 60	
Zinc-rich epoxy	Carbozinc 858	**7 mils (175 microns)**
Cycloaliphatic amine epoxy	Carboguard 890	
Modified siloxane hybrid	Carboxane 2000	**6 mils (150 microns)***
Modified siloxane hybrid	Carboxane 2000 Satin	**6 mils (150 microns)***
Modified siloxane hybrid	Carboxane 2100 FC	**6 mils (150 microns)***
Epoxy polyamide	Carboguard 60	**4 mils (105 microns)***

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

C4 Medium (durability years 7-15):

Industrial areas and coastal areas with moderate salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Modified siloxane hybrid	Carboxane 2000	**6 mils (150 microns)***
Modified siloxane hybrid	Carboxane 2000 Satin	**6 mils (150 microns)***
Modified siloxane hybrid	Carboxane 2100 FC	**6 mils (150 microns)***

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

C4 High (durability years 15-25):

Industrial areas and coastal areas with moderate salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Zinc-rich epoxy	Carbozinc 859	**12 mils (300 microns)**
Cycloaliphatic amine epoxy	Carboguard 890	
Zinc-rich epoxy	Carbozinc 859 VOC	**11 mils (275 microns)**
Cycloaliphatic amine epoxy	Carboguard 890 LT	
Phenalkamine epoxy	Carboguard 690	**10 mils (250 microns)**
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Aluminum-filled phenalkamine epoxy mastic	Carbomastic 615 AL	**10 mils (250 microns)**
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 858	**9 mils (225 microns)**
Epoxy phenalkamine	Carboguard 635	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Epoxy polyamide	Carboguard 60	**8 mils (200 microns)**
Epoxy polyamide	Carboguard 60	
Zinc-rich epoxy	Carbozinc 858	**8 mils (200 microns)**
Epoxy polyamide	Carboguard 60	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Organic zinc-rich epoxy	Carbozinc 859	**8 mils (200 microns)**
Epoxy polyamide with corrosion inhibitor (zinc phosphate)	Carboguard 893 SG	
Reinforced zinc-rich primer	Carbozinc 808	**7 mils (175 microns)***
Cycloaliphatic amine epoxy	Carboguard 890	
Galvanizing	Hot Dip Galvanized (HDG)	**7 mils (175 microns)***
Epoxy phenalkamine	Carboguard 635	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Epoxy polyamide	Carboguard 60	**6 mils (150 microns)***
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Epoxy amine	Carboguard 904	**6 mils (150 microns)***
Polyamide epoxy	Railplex EE-2020	**6 mils (150 microns)***

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

C5 Low (durability years <7):

Industrial areas with high humidity and aggressive atmosphere and coastal areas with high salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Flake-reinforced phenalkamine epoxy zinc	Carbozinc 608 HB	**13 mils (325 microns)**
Cycloaliphatic amine epoxy	Carboguard 890	
Flake-reinforced phenalkamine epoxy zinc	Carbozinc 608 HB	**10 mils (250 microns)**
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Zinc-rich epoxy primer	Carbozinc 8701	**10 mils (250 microns)**
Cycloaliphatic amine epoxy	Carboguard 890 LT	
Aliphatic polyurethane	Carbothane 8812	

C5 Medium (durability years 7-15):

Industrial areas with high humidity and aggressive atmosphere and coastal areas with high salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Epoxy polyamide	Carboguard 60	**17 mils (425 microns)**
Epoxy polyamide	Carboguard 60	
Inorganic zinc silicate	Carbozinc 11	**11 mils (275 microns)**
Epoxy polyamide	Carboguard 60	
Solvent-based organic zinc-rich epoxy	Carbozinc 858	**11 mils (275 microns)**
Epoxy polyamide	Carboguard 60	
Zinc-rich epoxy primer	Carbozinc 8701	**10 mils (250 microns)**
Cycloaliphatic amine epoxy	Carboguard 890 LT	
Aliphatic polyurethane	Carbothane 8812	
Inorganic copolymer	Thermaline Heat Shield	**9 mils (225 microns)**
Inorganic copolymer	Thermaline Heat Shield	
Zinc-rich epoxy	Carbozinc 8701	**9 mils (225 microns)**
Cross-linked epoxy	Carboguard 8922	
Acrylic aliphatic polyurethane	Carbothane 8815	
Zinc-rich polyurethane	Carbozinc 621 PW	**8 mils (200 microns)**
Modified siloxane hybrid	Carboxane 2000	
Zinc-rich polyurethane	Carbozinc 621 PW	**8 mils (200 microns)**
Modified siloxane hybrid	Carboxane 2100 FC	

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

C5 High (durability years 15-25):

Industrial areas with high humidity and aggressive atmosphere and coastal areas with high salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Phenalkamine Epoxy	Carbomastic 615	**20 mils (500 microns)**
Phenalkamine Epoxy	Carbomastic 615	
Zinc-Rich Epoxy	Carbozinc 859 VOC	**14 mils (350 microns)**
Cycloaliphatic Amine Epoxy	Carboguard 890 VOC	
Aliphatic Acrylic-Polyester Polyurethane	Carbothane 133 MC	
Aluminum-filled phenalkamine epoxy mastic	Carbomastic 615 AL	**12 mils (300 microns)**
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Epoxy phenalkamine	Carboguard 690	**12 mils (300 microns)**
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Inorganic zinc silicate	Carbozinc 11	**11 mils (275 microns)**
Epoxy polyamide	Carboguard 60	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 858	**11 mils (275 microns)**
Epoxy polyamide	Carboguard 60	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 858	**11 mils (275 microns)**
Epoxy phenalkamine	Carboguard 690	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 858	**11 mils (275 microns)**
Epoxy phenalkamine	Carboguard 635	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 859	**11 mils (275 microns)**
Aliphastic polyaspartic	Carboquick 201	
Zinc-rich epoxy	Carbozinc 858	**10 mils (250 microns)***
Epoxy phenalkamine	Carboguard 820	
Aliphatic acrylic polyurethane	Carbothane 138	

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

C5 High (durability years 15-25):

Industrial areas with high humidity and aggressive atmosphere and coastal areas with high salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Two-Component Zinc-Rich Epoxy Primer	Carbozinc 8701	**10 mils (250 microns)***
Cycloaliphatic Amine Epoxy	Carboguard 890 LT	
Two-Component Acrylic Aliphatic Polyurethane	Carbothane 8812	
	Galvanized	**9 mils (225 microns)***
Epoxy phenalkamine	Carboguard 690	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Inorganic zinc silicate	Carbozinc 11	**9 mils (225 microns)***
Epoxy phenalkamine	Carbothane 820	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Zinc-rich polyurethane	Carbozinc 621 PW	**8 mils (200 microns)***
Modified siloxane hybrid	Carboxane 2100 FC	
Zinc-rich polyurethane	Carbozinc 621 PW	**8 mils (200 microns)***
Modified siloxane hybrid	Carboxane 2000	
Zinc-rich epoxy	Carbozinc 8701	**8 mils (200 microns)***
Epoxy polyamide	Carboguard 60	
Aliphatic acrylic polyurethane	Carbothane 134 HG	
Inorganic Zinc Silicate	Carbozinc 11	**7 mils (175 microns)***
Inorganic Ethyl Silicate	Armorlast I	
Inorganic Zinc Silicate	Carbozinc 11	**3 mils (75 microns)***

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

C5 Very High (durability years 25+):

Industrial areas with high humidity and aggressive atmosphere and coastal areas with high salinity

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Zinc-rich epoxy	Carbozinc 11 HS	**10 mils (250 microns)***
Epoxy phenalkamine	Carboguard 820	
Acrylic aliphatic urethane	Carbothane 138	
Zinc-rich epoxy	Carbozinc 11	**9.4 mils (240 microns)***
Epoxy phenalkamine	Carboguard 820	
Acrylic aliphatic urethane	Carbothane 138	
Inorganic zinc silicate	Carbozinc 11 HS	**8 mils (200 microns)***
Epoxy phenalkamine	Carboguard 820	
Acrylic aliphatic urethane	Carbothane 138	
Zinc-rich polyurethane	Carbozinc 621 PW	**8 mils (200 microns)***
Modified siloxane hybrid	Carboxane 2000	
Zinc-rich polyurethane	Carbozinc 621 PW	**8 mils (200 microns)***
Modified siloxane hybrid	Carboxane 2100 FC	

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

CX Extreme (durability years 15-25):

Offshore areas with high salinity and industrial areas with extreme humidity and aggressive atmosphere and sub-tropical and tropical atmospheres

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Inorganic zinc silicate	Carbozinc 11 HS	**18 mils (450 microns)**
Epoxy polyamide	Carboguard 60	
Acrylic aliphatic urethane	Carbothane 134 HG	
Inorganic zinc silicate	Carbozinc 11 FC	**17 mils (425 microns)**
Epoxy phenalkamine	Carboguard 635	
Acrylic aliphatic urethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 858	**14 mils (350 microns)**
Epoxy mastic	Carbomastic 15	
Epoxy polyamide	Carboguard 60	
Acrylic epoxy	Carbocrylic 1295 HS	
Inorganic zinc	Carbozinc 11	**13 mils (325 microns)**
Epoxy polyamide	Carboguard 60	
Acrylic aliphatic urethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 859	**13 mils (325 microns)**
Epoxy polyamide	Carboguard 60	
Acrylic aliphatic urethane	Carbothane 134 HG	
Zinc-rich epoxy	Carbozinc 859	**12 mils (300 microns)***
Epoxy phenalkamine	Carboguard 820	
Acrylic aliphatic urethane	Carbothane 138	
Inorganic zinc silicate	Carbozinc 11	**10 mils (250 microns)***
Epoxy phenalkamine	Carboguard 820	
Acrylic aliphatic urethane	Carbothane 138	
Inorganic zinc silicate	Carbozinc 11 HS	**10 mils (250 microns)**
Epoxy phenalkamine	Carboguard 820	
Acrylic aliphatic urethane	Carbothane 138	

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

Im1 Very High (durability years 25+):

Immersion in fresh water

GENERIC TYPE	COATING SYSTEM	TOTAL DFT (MM)
Cycloaliphatic amine epoxy	Carboguard 890 GF	**18 mils (450 microns)***

System tested with reduced Dry Film Thicknesses (DFTs) and/or reduced coats per Innovative Coating Technology Clause.

The durability range is not a "guarantee time." Durability is a technical consideration/planning parameter that was developed by the ISO 12944 Standards Committee that can help the owner set up a maintenance program.

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METHOD STATEMENT
DECKSHIELD ED RAPIDE 6mm

The specification assumes concrete compressive strength greater than 25N/mm², application temperature 15-35°C, the presence of an effective damp proof membrane, moisture content below 75% RH in the concrete.

This specification must be read in conjunction with relevant product technical data sheets.

OUTLINE FOR INSTALLATION:

Prepare Surface	
Apply Flowfast Primer*	**@ 0.35kg/m^2**
Apply light scatter of Silica Quartz 0.4-0.8mm	**@ 0.30kg/m^2**
Apply Deckshield PDS Membrane	**@ 1.30kg/m^2**
Apply Deckshield Rapide Bodycoat**	**@ 3.50kg/m^2**
Apply full blinding of Bauxite approx 1.5mm	**@ 3.50kg/m^2**
Apply Deckshield Rapide Topcoat	**@ 0.50kg/m^2**
Apply Deckshield Rapide Topcoat	**@ 0.35kg/m^2**

*Porous substrates may require 0.50 kg/m^2
** Deckshield Rapide Bodycoat is a combination of Flowfast Flexible Binder and Flowfast SNL Filler. Additional details can be found in the table below

Additional Components Required	Flowfast Catalyst	Flowfast SNL Filler
Deckshield Rapide Primer	**1- 2%**	**-**
Deckshield PDS Membrane	**2%**	
Deckshield Rapide Bodycoat (Flowfast Flexible Binder)	**2%**	**1:1**
Deckshield Rapide Topcoat	**1 – 2%**	

1. SURFACE PREPARATION

1.0 Surface preparation is to be completed by totally enclosed shot blasting and/or scarification. All cementitious laitance must be removed to expose a sound screed and provide a dry, dust free, open textured surface. All hard to reach areas and areas around the perimeter must be prepared using hand held preparation equipment.

1.1 Any damaged areas must be repaired with Flowtex F1 mortar. Consult Flowcrete prior to using an alternative repair mortar.

1.2 Any rough or uneven areas must be made smooth with Flowfast SC. Consult Flowcrete prior to using an alternative Flowfast scratch coat.

1.3 Anchor grooves, minimum 3mm wide x 3mm deep, must be formed where the Deckshield terminates.

1.4 Use a hand-held grinder to form a 1-2mm deep 'V' recess along all crack lines to receive crack banding treatment.

1.5 Grooves should be treated by Flowfast Mortar and scratched to level to grooves surface. Consumption will depend on the size and amount of grooves.

2 EXPANSION JOINTS

2.1 Expansion joints specified by the Architect/ Engineer shall be installed by others in accordance with manufacturer's instructions.

3. APPLICATION OF PRIMER

The substrate must be surface dry before the application of the primer.

3.1 Mixing

Pre-mix the Primer to create a homogeneous solution. Then decant the required amount of resin into the mixing vessel. Add Flowfast Catalyst and mix thoroughly for 60 seconds using a drill and spinner.

3.2 Application

Immediately after mixing, apply the by roller and lightly scatter with 0.4-0.8mm silica quartz while the Deckshield Rapide Primer is still wet.

The substrate must be 100% sealed. If this is not achieved with one coat, then a second coat of primer must be applied.

4. APPLICATION OF DECKSHIELD PDS MEMBRANE

Deckshield PDS Membrane should be applied as soon as possible after the primer is cured.

4.1 Mixing

Pre-mix the Deckshield PDS Membrane to create a homogeneous solution. Then decant the required amount of resin into the mixing vessel. Add Flowfast Catalyst and mix thoroughly for 60 seconds using a drill and spinner.

4.2 Application

Immediately after mixing, apply the Deckshield PDS Membrane to the required thickness using a trowel and loop roller and allow to cure.

5. APPLICATION OF DECKSHIELD RAPIDE BODYCOAT AND BAUXITE AGGREATE

Deckshield Rapide Bodycoat should be applied as soon as possible after the membrane is cured.

5.1 Mixing

Pre-mix the Deckshield Rapide Bodycoat to create a homogeneous solution. Then decant the required amount of resin into the mixing vessel. Add the SNL filler and pigment and mixed until uniform. Add Flowfast Catalyst and mix thoroughly for 60 seconds using a drill and spinner.

5.2 Application

Immediately after mixing, apply the Deckshield Rapide Bodycoat by trowel and finish with a spike roller.

Allow the Deckshield Rapide Bodycoat to cure for 2 – 3 minutes and then apply the Bauxite aggregate to full broadcast. Once cured, thoroughly remove any excess oxide from the surface using a vacuum.

6 APPLICATION OF DECKSHIELD RAPIDE TOPCOATS

6.1 Mixing

Pre-mix the Deckshield Rapide Topcoat to create a homogeneous solution. Then decant the required amount of resin into the mixing vessel. Add Flowfast Catalyst and mix thoroughly for 60 seconds using a drill and spinner.

6.2 Application

Immediately after mixing, apply the Deckshield Rapide Topcoat by roller. Allow the topcoat to cure for a minimum of 1 hour. Then apply a second layer of topcoat using the same application method

7 TRAFFICKING

Allow to cure for 90 minutes hours before opening to traffic.

Application of all materials to be strictly in accordance with manufacturer's instructions:-

Flowcrete Australia Pty Ltd,
Unit 1, 12 Blackmore Road, Smeaton Grange NSW 2567.

Any recommendation or suggestion relating to the use of the products made by Flowcrete Australia Pty Ltd., whether in its technical literature, or in response to a specific enquiry, or otherwise, is based upon data believed to be reliable, however the products and information are intended for use by Customers having requisite skill and know-how in the industry and therefore it is for the Customer to satisfy itself of the suitability of the products for its own particular use and it shall be deemed that the Customer has done so at its sole discretion and risk.

Nullifire® SC601

On-Site & Off-Site Intumescent Basecoat
PRODUCT DATA SHEET

SELECTION & SPECIFICATION DATA

Generic Type	Solvent borne acrylic
Description	A single pack acrylic thin film intumescent basecoat for the protection of internal and semi-exposed structural steel. SC601 is optimised to provide 60 minutes fire resistance to 'I' section beams and columns, hollow columns and beams, as well as cellular beams, concrete filled hollows and solid steel rods. 90 minute and limited 120-minute protection is also available.

Features	• Competitive loadings
	• Can be applied on-site or off-site
	• Easy to apply by airless spray
	• Suitable for exposures up to C4 environments
	• Can be exposed to the weather for up to 3 months once cured provided that no standing or ponding water is allowed to form
	• Optifire®+ unique traceability identifier
	• Certification:
	  • Certifire CF5767
	  • BS476 Part 20/21
	  • Cellular Beams YB5
	  • EN13381-6 Concrete Filled Hollow Tubes
	  • EN13881-10 Solid Steel Rods

Primers	Refer to Altex Technical Services or relevant Altex / Carboline Coating Specification for approved primer options.
Colour	Off white
Finish	Flat (with texture)
Dry Film Thickness	DFT as specified on relevant fireproofing loading schedule. A single coat should not exceed 1000 microns wet to achieve 720 microns dry.
Solids Content	By volume 72% ± 3%
Theoretical Coverage Rate	1.44 m^2 / litre at 500 microns DFT (916 g/m^2 at 500 microns DFT) Allow for loss in mixing and application.
VOC Values	**As Supplied** : 317 g/L
Topcoats	Selected, approved polyurethane coatings

USAGE GUIDELINES

Specifications	An appropriate specification must be used for the protection of the full system in accordance with the environmental classification for the environment where the building is located. The environment during construction and transport should also be considered, if necessary, and the worst case used. Altex Coatings can assist with selecting an appropriate specification.

USAGE GUIDELINES

Environmental Resistance	The construction phase environmental conditions may vary from those during the final building classifications. The construction phase may include higher exposure to the environment than the final classification. Each product and specification should be considered for the resistance during this construction phase including the limitations and caveats. During the drying phase, the intumescent must be protected from all forms of water including rain. In all cases, prolonged water contact must be avoided, including condensation, standing water, heavy running water, and fresh concrete run-off (including alkaline moisture). Exposure may lead to detrimental damage to the coating system. Any contact with water within 16 hours after application of the intumescent will have a negative effect that is likely to result in rectification being required.

SUBSTRATES & SURFACE PREPARATION

General	All surfaces should be clean, dry, and free of surface contamination.
Steel	**Optimum standard:** Abrasive blast to SSPC-SP 10 (AS 1627.4 Sa 2½) Blast profile size: 40-75 microns. Prime as specified using approved primer.
Galvanised Steel	Ensure all passivation coating is removed and abrade surface. Prime with compatible non-saponifiable primer.
Previously Painted Surfaces	Refer to Carboline / Altex Technical Services

MIXING & THINNING

Mixing	Power blend to a smooth homogeneous mix using a Jiffy Mixer or similar non-aerating mixer.
Thinning	Thinning is not normally required or desired; however, if conditions dictate, up to 10% Thinning Solvent #10 may be added. Note: Excessive thinning can cause low film thickness, sagging, extended dry time and other film defects.
Ratio	N/A – single component coating
Pot Life	N/A

APPLICATION EQUIPMENT GUIDELINES

Listed below are general equipment guidelines for the application of this product. Job site conditions may require modifications to these guidelines to achieve the desired results.

Spray Application (General)	The preferred method of application for Nullifire SC601 is spray.
Conventional Spray	Use only a high-capacity remote pressure pot assembly.
Airless Spray	Pump: 40:1 ratio, Hose Diameter: Min. ⅜” (9.5mm) ID Pressure: Minimum 3100 psi (21.4 MPa) Fluid Tip: 0.019” to 0.025” free-flow tip. 20° - 40° Fan Angle Hose Length: Max. 30 metres Inline filters should not normally be used.
Brush & Roller (General)	Brushing only suitable for small areas or touch-up and may result in a ribbed finish.

APPLICATION CONDITIONS

Condition	Material	Surface	Ambient	Humidity
Minimum	5°C	5°C	5°C	0%
Maximum	+35°C	+35°C	+35°C	85%

Ensure adequate ventilation during application.
Steel surface temperature must be at least 3°C above the dew point.
At temperatures above 35°C, thermoplasticity may be observed.

CURING SCHEDULE

Surface Temp. & 50% RH	Touch Dry	Dry to Recoat	Dry to Seal / Topcoat	Dry to Handle
15°C	30 Mins	6 Hours	24 Hours	Variable depending on conditions
20°C	30 Mins	4 Hours	16 Hours	Variable depending on conditions

These figures are given as guidance only based on 300 microns dry film. Other factors such as air movement, temperature and coating thickness must be considered.

SEALER COAT USING ALTEX PRO~SEAL

Altex Pro~Seal is a specialised intumescent seal coat that allows ongoing cure of the intumescent basecoat, while enhancing weatherability and providing barrier protection against standing water, pooling, and condensation during intermediate outside storage, transport, dwell time in laydown areas prior construction and during the construction phase. Once the coating system (Primer / Nullifire SC601 / Pro~Seal) has cured hard (when the system achieves a Shore D hardness rating of 50) then the approved topcoat system may be applied.

Application of Dark Colour Topcoats: Any residual solvent retained in the film may cause blistering when dark colours are applied, and then exposed to strong sunlight via windows, atrium etc. Application of Altex Pro~Seal to ensure full hard cure (Shore D hardness rating of 50) is achieved prior to applying topcoat(s) will greatly reduce this risk to minimal levels.

CLEANUP & SAFETY

Cleanup	Clean up with Thinner #10. Hardened deposits may be removed with Thinner #10
Safety	For industrial use only: Read and follow all the caution statements on this Product Data Sheet, the product label, and the Safety Data Sheet (SDS) for health and safety information prior to use.
Ventilation	It is very important for the safety of the applicator and the proper performance of this product that good ventilation be provided to all portions of the enclosed area. It is equally important to bring into the enclosed area dry fresh air to remove all solvent vapours. Since solvent vapours are heavier than air, ventilation ducts should reach to the lowest portions of the enclosed areas as well as into any structural pockets. Ventilation should be provided throughout the cure period to ensure all the solvents are removed from the coating.
Caution	This product contains flammable solvents. Keep away from sparks and open flames. all electrical equipment and installations should be made and rounded in accordance with the National Electric Code. In areas where explosion hazards exist workers should be required to use non-ferrous tools and wear conductive and non-sparking shoes.

PACKAGING, HANDLING & STORAGE

Shelf Life	12 months Shelf Life: (actual stated shelf life) when kept at recommended storage conditions and in original unopened containers.
Packaging	25 kg pails

PACKAGING, HANDLING & STORAGE

Storage Temperature & Humidity	Store at ≥ 0°C and +35°C; 0 to 95% RH. Store indoors and under cover in temperate conditions. Do not expose to extreme heat, i.e. if stored outside in shipping containers keep product away from sun heated walls. Do not freeze.
Flash Point (Setaflash)	26°C
Storage	Store under cool, dry conditions. Avoid large fluctuations between high and low temperatures. Avoid the formation of condensate due to low temperatures.
Distribution	Distributed in New Zealand by: **ALTEX COATINGS LTD** Altex Coatings Ltd, 91-111 Oropi Road, Tauranga 3112 New Zealand Phone: +64 7 541 1221
Manufacturer	Construction Products Group Europe Tremco CPG UK Limited Coupland Rd, Hindley Green Wigan WN2 4HT UK

WARRANTY

Users should check they are referencing the latest product and safety data by checking for updates or amendments at www.altexcoatings.com.
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COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545
Held on: Thursday 22 February 2024
At: Quayside Apartments
Meeting Opened At: 4.00 pm

1. PRESENT

Daimen Jones (Chairperson), Meagan Haddock, Mike Price, Chrstine Wilkins, Greme Dunning and David Shea (Body Corporate Administrator).
Via Zoom: Simon Woolley and Peter Collett

2. APOLOGIES

Maurie Griffin and Brendon Butt

3. QUORUM

The Chair confirmed a quorum is present.

4. DECLARED CONFLICTS OF INTEREST

Daimen noted that he is both the current Chairperson and the Quayside Manager.

5. MINUTES OF LAST MEETING

Minutes of the previous Committee Meeting held 28 November 2023 had been distributed to all owners following the meeting.

Moved: That minutes of the Committee Meeting held 28 November 2023 are a true and correct record of that meeting.

Mike Price/Graeme Dunning
Carried

6. MATTERS ARISING

(a) Defibrillator – Daimen is looking to put this cost into the budget and will look at ordering forthwith. It was suggested to locate this by the office. Options are one in a box or just hung on the wall – price is between $2,500.00 to $4,510.00. Daimen will follow up with the most appropriate product. Training will be needed. Mike suggested the motor home association has them available for $1,700.00? It was agreed to allow $2,500.00 and the device be located in a box inside the office with smash glass in emergency.

(b) Panel Sealant - Peter queried the sealant and temperature issue experienced with that batch? It was confirmed the batch had a defect but also that the temperature range on the panels when known then determined a different specified product. The product has now arrived, and SS Build will be here around the beginning of March and they will be on site in force to complete quickly.

Meagan wondered about there being a partial contribution for any extra from the Suppliers given the wrong specification in the first place. Daimen suggested however that if they had specified correctly in the first instance the Body Corporate would have had to pay the same price anyway. At the end of the day, this is now a better system that should last 15 years.

There was still concern with the contractors using cell phones constantly while on site and it as agreed to monitor this actively. The owner of SS Build has been put on notice over this – there are usually five staff on site.

It was noted the new product takes a little more time to apply but it is an appropriate product for this site. Peter asked that now SS Build have provided the revised quote has the Body Corporate got enough funds to pay. It was confirmed that it has been agreed at the last meeting that an extraordinary levy is to be generated with a due date of 1 April 2024.

Simon queried the 15 years warranty period. Daimen said a written guarantee will be sought.

Noted that further sealing will need to be allowed for over the next 30 years in the Long-Term Maintenance Plan. It was suggested they now need to be quite real in term so ongoing maintenance and allowances in the Plan.

(c) Car Park Sealing – this has not yet progressed, but the contractors will be contacted to who are the experts on this, to include SS Build when they are on site. It was suggested and agreed if there is any risk for structural issues (rust) that this should now be a priority.

(d) Graeme – Bike Storage. This has been dealt with and bikes are now being better left in the bike racks. The Managers have been moving from elsewhere and put in the rack. Improvements made overall.

7. MANAGERS REPORT

(a) Sealant has been discussed.
(b) Not much else that needs to be reported.
(c) Managers are working on costings for budgeted items.
(d) On each level, fire doors have been chocked open which does not comply with regulations. Hold Open devices are able to be fitted at $4,500.00 plus GST. If left closed, this will likely mean damage to the paintwork. It was unanimously agreed to trial leaving the doors closed and to remove the chocks. Simon suggested removing now as a trial then further review at the AGM. All agreed. The risk of an infringement issued by the Council must be avoided and all agreed that a sign be put on each door noting the compliance requirement.

8. AGM DATE

It was confirmed the AGM is scheduled for Tuesday 26 March 2024 at 3.00 pm.

9. DRAFT BUDGET

This has been prepared by Quay Property Management Limited in draft. There is concern that the budget will not include a known contribution to the Long Term Maintenance Fund given the plan is yet to be finalised. It was suggested to allow a significant increase now with a catch-up next year if short or if a lesser amount, a lighter contribution next year. It was agreed to allow $50,000.00 for inclusion the Long-Term Maintenance Fund for this year.

Moved: That this year's contribution to the Long Term Maintenance Fund to be included in the draft budget to be tabled to the upcoming AGM be $50,000.00.

Simon Woolley / Chrstine Wilkins
Carried

10. FINANCIAL YEAR TO DATE

This report had been prepared by Quay Property Management Limited and circulated to the Committee prior to the meeting.

Ageing Summary – it was noted there were two owners in arrears as at the end of the financial year. Quay Property Management Limited is to update as to the current position.

It was agreed with the draft budget as tabled subject to Daimen providing actual costs when known.

It was agreed that the financial year to date report be accepted as tabled.

11. LONG TERM MAINTENANCE PLAN

It was unanimously agreed to engage Solutions in Engineering to prepare the plan.

12. CORRESPONDENCE

The Managers had recorded a request for extra fobs for an Air BnB unit in the building and also a lockbox to be located on the exterior of the building for key pick up (outside the front door).

It was confirmed by the Manager that 87 fobs have been removed from the system that have been over and above the two fobs only per unit. The majority of these fobs that have been removed from the system have not been reported lost or stolen and no one knows who has them. Owners are able to replace a fob if lost however and the lost one must be cancelled from the system.

There was concern with setting a precedent and if one owner is allowed extra fobs then this will have to be opened up to all.

Moved: That the maximum number of fobs available to each owner is two per unit.

Graeme Dunning / Peter Collett
Carried

Lock Box – it was noted there are four at present for other uses. The type of box proposed a different type (i.e. not uniform). It was noted that one existing box is unused and could be removed so that space could be made available in this instance but solely on the basis of Air BnB key pick up only if consent is given. It was suggested a rebate by the back gate, but not ideal given this is a driveway.

Moved: The owner of PU203 is able to attach an approved lockbox on a location approved by the Manager solely for the use of Air BnB key pick up and no other type of access. Consent may be withdrawn if there is any breach of access and the lockbox removed.

Graeme Dunning / Mike Price
Carried | 1 Against on the basis of there being no support of any Air BnB use

Mike left the meeting at 5.28 pm

13. NEXT MEETING

The AGM is to be held Tuesday 26 March 2024.

14. CLOSURE

The meeting closed at approximately 5.34 pm.

NOTICE OF COMMITTEE MEETING
QUAYSIDE BODY CORPORATE 413545

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Date: Thursday 22 February 2024
Time: 4.00 pm
Venue: Quayside Apartments

Agenda Items

1. Attending

2. Apologies

3. Quorum

4. Declared Conflicts of Interest

5. Minutes of last meeting

a) 28 November 2023

6. Matters arising

7. Managers' Report

8. AGM – Tuesday 26 March 2024

a) Draft Budget | 31 October 2024

9. Long Term Maintenance Plan

a) Update to 30 Year Plan

10. Correspondence

11. General Business

COMMITTEE MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545
Held on: Tuesday 28 November 2023
At: Quayside Apartments, Whakatane
Meeting Opened At: 1.00 pm

- **PRESENT**
  Daimen Jones (Chairperson), Maurie Griffin, Mike Price, Simon Woolley, Christine Wilkins, Graeme Dunning and David Shea (Body Corporate Administrator).
  Via Zoom: Peter Collett

- **APOLOGIES**
  Brendon Butt and Meagan Haddock.

- **QUORUM**
  The Chair confirmed a quorum is present.

- **DECLARED CONFLICTS OF INTEREST**
  Nil

- **MINUTES OF LAST MEETING**
  Minutes of the previous Committee Meeting held 24 May 2023 had been distributed to all owners following the meeting.

  Moved: That minutes of the Committee Meeting held 24 May 2023 are a true and correct record of that meeting.

  Simon Woolley/Mike Price
  Carried

- **MATTERS ARISING**
  Nil

- **FINANCIAL YEAR END**
  This report had been prepared by Quay Property Management Limited and circulated to the Committee prior to the meeting which indicates a surplus of $25,584.00 has been achieved. It was noted however that there are further invoices expected that will reduce the surplus.

  Rubbish costs have reduced due to the managers input and control.

  There was discussion on an Owners request to ”drip feed” levy arrears. It is understood “however that the unit is in the process of being sold and a sale is close. On this basis it was agreed to leave at this stage pending the possible sale at which time the levy will be paid.

  There was a query re the Long Term Maintenance Fund being able to pay for part of the cladding resealing project? It was confirmed this is not included in the plan so money can’t be expended from the fund for this cost. It was agreed that both the Long Term Maintenance Plan and the Long Term Maintenance fund should be robust and payments from the fund should not be for anything other than items appearing in the plan.

  The meeting was advised that recent amendments to the Unit Titles Act mean that by May 2024 the Body Corporate must have a thirty year plan. Peter asked about who is preparing the plan? It was confirmed that Solutions in Engineering prepares many plans across New Zealand and is experienced in this field and cost effective. It was agreed to engage Solutions in Engineering (SIE) who will meet onsite with the Manager to identify the items to be included – the committee to Google SIE and come back with any queries or comments.

  Peter also queried the basis of insurance cover which was confirmed as appropriate.

Moved: That the financial year end report be accepted as tabled and approved (subject to amending after final invoices are available) and will be tabled at the next AGM.

Simon Woolley/Mike Price
Carried

- **GENERAL BUSINESS**

Outdoor Furniture

Peter suggested that the wooden table on the pool deck is looking a bit tired and could be replaced? This was agreed and the Manager is to arrange for disposal and look at a replacement option. Noted that any furniture in this location needs to be heavy enough not be able to be blown over. Perhaps some loungers? Daimen is to obtain options and distribute to the committee who will also look into options.

Internal Carpark

Items stored in the carpark is an issue. It was suggested to tidy up this area that a suitable cabinet or a cage should be used to store items. There is concern however with the outside carparks having to be waterproof. Uniformity needs to be considered.

It was agreed to enforce removal of items from a fire safety point of view. This should not be tolerated – Daimen advised that the annual car park clean-up is happening in December which means all Owners must remove any items stored who will be advised not to return them to the car park.

Cabinets can be put on a lot of car parks but this must be uniform design – an approved type to be chosen.

It was also suggested EV cars are another potential issue and need to have a means of putting any potential fires out (a fire blanket?).

Bike Racks

Daimen had done an audit of the bikes on site. Four empty spaces are currently available and there is the ability to potentially fit another 14 more stands in the area - fire exits need to be taken into account though. It was suggested another option is to put bikes on hooks at height? Also, if a bike rack is placed on the outside car park this is less likely to be used as bikes would be exposed to the elements.

Unused old bikes are eventually binned if not claimed. It was agreed that ultimately this decision is left to the Managers to monitor.

Defibrillator

It was suggested that the Body Corporate install a Defibrillator in the building. It is noted that although there are quite a number already around the streets close by - most are only available after 5.00 pm, Monday to Friday. It was agreed that the reception foyer is the best location. It was unanimously agreed to proceed and add this to the next budget. The Manager to facilitate.

Sealant Works Update

The Chair summarised the situation. At the EGM held 21 November 2022, owners voted to accept the original SS Build quote however the proposed contingency amount was reduced and a levy subsequently raised in the amount of $187,000.00. The While the Manager had a feeling that this amount was quite light, he hoped the contract could work it's way through at that amount.

SS Build purchased sealant and in December 2022 however work was delayed due to weather.

During the first week after the job commenced it was discovered the product was a bad batch which was replaced by the supplier at no cost to the Body Corporate. When the sealant was applied however it was noticed that the cladding experiences very high temperatures and after getting technical advice from the sealant suppliers it was confirmed that the temperatures recorded exceeds the specs for that product. They could not supply the right product so another supplier was found who was able to supply the appropriate product. This sealant is harder to work with and is more expensive. There is no product available at present and a shipment will arrive in February.

It is pleasing that SS Build has identified the correct product without completing the work based on the first recommended specified product and it should be noted that SS Build has credited the cost of removing and installing the first incorrectly specified product (specified by the Supplier – not SS Build who relied on technical

advice from the Supplier). It has also been discovered that the condition of the existing sealant in some areas has almost liquified which means there is potential water ingress issue unless this is resolved.

The updated price estimate is now $370,464.00 plus GST which is $426,034.00. More than the original estimate.

There was discussion on perhaps using the amount collected being spent on re sealing the worst side (being the northern aspect) as a Stage 1? On balance however it was suggested and agreed that the whole building needs to be dealt with at once - timing needs to be considered as it will not get cheaper.

It was agreed that although it is unfortunate that the project hasn't gone smoothly there is no other real option other than to proceed but at a higher than anticipated cost.

Having considered the additional cost of access including scaffolding and cherry pickers the abseiling option is still considered the most cost effective option.

Accordingly, out of necessity, the Committee recommends that the Body Corporate should accept the SS Build revised estimate of $370,464.00 plus GST and raise an extraordinary levy for the balance required in the amount of $210,983.00.

While an option is for the Committee to call an Extraordinary Meeting to raise a levy for a further amount it was agreed that the outcome would be inevitable and given the need to book the job in it is the best option for the Committee to raise a levy under their delegated authority.

Ordinary Resolution:
That under it's designated authority the committee of Body Corporate 413545 raise a levy of $210,983.00 plus GST and instructs Quay Property management Ltd to invoice owners for their ownership/utility interest share of that amount with a due date for payment of 1 April 2024.

Moved: *Simon Woolley*
Seconded: *Graeme Dunning*

The work is proposed to commence in March 2024.

Car Park Sealing
It had been earlier signalled by some owners to get a local Contractor to undertake this, however the quote and specification from a local Contractor had been found to be defective so nothing has progressed. The cladding resealing is a priority at present but this still needs to be addressed.

- **CLOSURE**
  The meeting closed at approximately 3.15pm

Quayside Body Corporate 413545
Profit & Loss Budget vs. Actual
November 2022 through October 2023

	Nov 22 - Oct 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Levies	325,453.14	325,367.00	86.14	100.0%
Total Income	325,453.14	325,367.00	86.14	100.0%
Expense				
Accounting Fee	2,522.50	2,100.00	422.50	120.1%
Administration (Incl Bank Fees)	767.59	1,000.00	-232.41	76.8%
Body Corp Administration	20,787.44	19,450.00	1,337.44	106.9%
Building Act Compliance	1,433.48	1,200.00	233.48	119.5%
Common Area Cleaning				
Carpark	1,783.77	1,710.00	73.77	104.3%
General	28,399.96	30,500.00	-2,100.04	93.1%
Rubbish Removal	16,385.00	23,700.00	-7,315.00	69.1%
Windows & Exterior	8,730.01	5,000.00	3,730.01	174.6%
Total Common Area Cleaning	55,298.74	60,910.00	-5,611.26	90.8%
Common Area Power	12,618.08	12,100.00	518.08	104.3%
Fire System Servicing/Monitorin	9,073.79	8,000.00	1,073.79	113.4%
Fire Service False Alarm Charge	-295.00			
Foyer Entrance Upgrade	201.74			
General Expense	0.00	100.00	-100.00	0.0%
Gym Equipment Upgrade	0.00	2,500.00	-2,500.00	0.0%
Health & Safety	480.00	480.00	0.00	100.0%
Insurance				
Replacement	86,082.20	86,082.00	0.20	100.0%
Office Bearers Liability	1,555.00	1,555.00	0.00	100.0%
Valuation	1,400.00	1,400.00	0.00	100.0%
Excess	-666.74	1,000.00	-1,666.74	-66.7%
Total Insurance	88,370.46	90,037.00	-1,666.54	98.1%
Lift - Emergency Telephone	676.94	720.00	-43.06	94.0%
Lift - Maintenance	10,743.53	10,500.00	243.53	102.3%
Management (on Site Mgrs Fee)	51,079.42	52,000.00	-920.58	98.2%
Managers Phone Costs	600.00	720.00	-120.00	83.3%
Pool Expenses				
Chemicals & Servicing	2,000.70	5,000.00	-2,999.30	40.0%
New Pool Filter & Pump	260.00			
Total Pool Expenses	2,260.70	5,000.00	-2,739.30	45.2%
Repairs & Maintenance				
R & M - Common Area	1,441.54	5,000.00	-3,558.46	28.8%
Electrical (incl light replace)	2,071.44	2,500.00	-428.56	82.9%
R & M - Auto Door Monitoring	0.00	3,000.00	-3,000.00	0.0%
R & M - C02 Monitoring of equip	0.00	4,000.00	-4,000.00	0.0%
Total Repairs & Maintenance	3,512.98	14,500.00	-10,987.02	24.2%
Review of LTMP	0.00	1,800.00	-1,800.00	0.0%
Security Panel Upgrade	4,773.78			
Water Rates	22,612.14	21,500.00	1,112.14	105.2%
Total Expense	287,518.31	304,617.00	-17,098.69	94.4%
Net Ordinary Income	37,934.83	20,750.00	17,184.83	182.8%
Other Income/Expense				
Other Income				
Extraordinary Maintenance Works				
Maintenance Works Levy	0.00			
Total Extraordinary Maintenance Works	0.00			
Bank Interest Received	6,399.20			
Total Other Income	6,399.20			
Other Expense				
Provision for LTMF	20,750.00	20,750.00	0.00	100.0%
Total Other Expense	20,750.00	20,750.00	0.00	100.0%
Net Other Income	-14,350.80	-20,750.00	6,399.20	69.2%
Net Income	**23,584.03**	**0.00**	**23,584.03**	**100.0%**

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
Ordinary Income/Expense					
Expense					
Accounting Fee					
Bill	30/11/2022	4400274253	KPMG	Preparing and filing of income tax return	260.00
Bill	31/03/2023	4400285510	KPMG	Interim fee for work in progress on the BC's 2022 financial state...	2,000.00
Bill	31/08/2023	4400300676	KPMG	Preparing and filing a return of income, computing the taxes the...	262.50
Total Accounting Fee					2,522.50
Administration (Incl Bank Fees)					
General Journal	1/11/2022	YE 2022-1R	QPML	Reverse EOY22 Accrual	-32.61
Cheque	30/11/2022	dd	Westpac	Bank fees	7.00
Bill	30/11/2022	INV-45779	BDO Tauranga Ltd	Xero Subscription	20.83
Bill	5/12/2022	202276	Kohekohe Enterpris...	Aramex postage for CO2 sensors	31.30
Bill	5/12/2022	202276	Kohekohe Enterpris...	Venue for EGM - maintenance work	65.22
Bill	20/12/2022	INV-46579	BDO Tauranga Ltd	Xero subscription charges - 27 Oct - 26 Nov 2022	23.96
Cheque	31/12/2022	dd	Westpac	Bank fees	7.00
Bill	19/01/2023	INV-47382	BDO Tauranga Ltd	Xero subscription charges - 27 Nov - 26 Dec 2022	23.96
Cheque	31/01/2023	dd	Westpac	Bank fees	7.00
Bill	31/01/2023	INV-0248	QPML	Administration Costs for October - December 2022	187.52
Cheque	28/02/2023	dd	Westpac	Bank fees	7.00
Bill	13/03/2023	INV-48961	BDO Tauranga Ltd	Xero Subscription 27.1.23 to 26.2.23	16.77
Cheque	31/03/2023	dd	Westpac	Bank fees	7.00
Bill	31/03/2023	INV-49236	BDO Tauranga Ltd	Xero Subscription 27.12.22 to 26.01.23	23.96
General Journal	31/03/2023	YE 2023		Write off error in interest received postings 01.04.22 to 30.09.22	-89.14
Bill	17/04/2023	INV-49986	BDO Tauranga Ltd	Xero Subscription 27.02.23 to 26.03.23	16.80
Bill	17/04/2023	INV-0389	QPML	Administration costs for Jan - Mar 2023	110.70
Cheque	30/04/2023	dd	Westpac	Bank fees	7.00
Bill	16/05/2023	INV-50869	BDO Tauranga Ltd	Xero subscription 27 March 2023 to 26 April 2023	42.41
Cheque	31/05/2023	dd	Westpac	Bank fees	7.00
Bill	14/06/2023	INV-51687	BDO Tauranga Ltd	Xero subscription 27 April 2023 to 26 May 2023	46.20
Cheque	30/06/2023	dd	Westpac	Bank fees	7.00
Bill	1/07/2023	INV-0464	QPML	Administration costs for Apr - Jun 2023	50.15
Bill	18/07/2023	INV-52669	BDO Tauranga Ltd	Xero subscription 27 May 2023 to 26 Jun 2023	40.24
Cheque	31/07/2023	dd	Westpac	Bank fees	7.00
Cheque	31/08/2023	dd	Westpac	Bank fees	7.00
Cheque	30/09/2023	dd	Westpac	Bank fees	7.00
General Journal	30/09/2023	QPML Jnl	Inland Revenue Offi...	Clear small b/fwd GST Control variance	105.32
Cheque	31/10/2023	dd	Westpac	Bank fees	7.00
Total Administration (Incl Bank Fees)					767.59

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
Body Corp Administration					
General Journal	1/11/2022	YE 2022-2R	QPML	Reverse of GJE YE 2022-2 -- BC Admin Fee (paid in arrears)	-1,572.74
Cheque	8/11/2022	AP	QPML	Body Corp Admin Fee	1,572.74
Cheque	8/12/2022	AP	QPML	Body Corp Admin Fee	1,572.74
Cheque	8/01/2023	AP	QPML	Body Corp Admin Fee	1,572.74
Cheque	8/02/2023	AP	QPML	Body Corp Admin Fee	1,572.74
Cheque	8/03/2023	AP	QPML	Body Corp Admin Fee	1,572.74
Bill	28/03/2023	INV-0320	QPML	CPI Arrears 01/11/2019 to 31/10/2020	283.09
Bill	28/03/2023	INV-0320	QPML	CPI Arrears 01/11/2020 to 31/10/2021	551.28
Bill	28/03/2023	INV-0320	QPML	CPI Arrears 01/11/2021 to 31/10/2022	1,503.06
Bill	28/03/2023	INV-0320	QPML	CPI Arrears 01/11/2022 to 31/03/2023	1,237.55
Cheque	8/04/2023	AP	QPML	Body Corp Admin Fee	1,820.25
Cheque	8/05/2023	AP	QPML	Body Corp Admin Fee	1,820.25
Cheque	8/06/2023	AP	QPML	Body Corp Admin Fee	1,820.25
Cheque	8/07/2023	AP	QPML	Body Corp Admin Fee	1,820.25
Cheque	8/08/2023	AP	QPML	Body Corp Admin Fee	1,820.25
Cheque	8/09/2023	AP	QPML	Body Corp Admin Fee	1,820.25
Cheque	8/10/2023	AP	QPML	Body Corp Admin Fee	1,820.25
General Journal	31/10/2023	QPML Jnl	QPML	EOY Adjustment: BC Admin Fee (paid in arrears)	-1,820.25
Total Body Corp Administration					20,787.44
Building Act Compliance					
Bill	3/11/2022	239008	Whakatane District ...	Annual Renewal Compliance Schedule	121.74
Bill	7/11/2022	INV-24340	Bay Building Compl...	IQP Inspection & Building WOF	740.00
Bill	1/09/2023	250528	Whakatane District ...	Annual building WOF renewal 2023	121.74
Bill	30/10/2023	00807945	Vertrans Associates...	Annual Survey and certification of two passenger lifts	450.00
Total Building Act Compliance					1,433.48
Common Area Cleaning					
Carpark					
Bill	31/12/2022	INV-2360	Bay Sweep & Scrub...	Sweep & Scrub December 2022	1,783.77
Total Carpark					1,783.77
General					
Bill	5/12/2022	202276	Kohekohe Enterpris...	Cleaning for November 2022	2,280.69
Bill	1/01/2023	202303	Kohekohe Enterpris...	Cleaning for December 2022, Phone & WiFi refund, Pool Clean...	3,207.82
Bill	8/02/2023	202313	Kohekohe Enterpris...	Cleaning for January 2023	2,280.69
Bill	2/03/2023	202314	Kohekohe Enterpris...	Cleaning Feb 23	2,438.06
Bill	2/03/2023	202314	Kohekohe Enterpris...	Cleaning CPI adj from 1 Nov 2022	1,118.91
Bill	5/04/2023	202327	Kohekohe Enterpris...	Cleaning Mar 23	2,438.06
Bill	3/05/2023	202334	Kohekohe Enterpris...	Cleaning for April 2023	2,438.06
Bill	3/05/2023	202334	Kohekohe Enterpris...	Mitre 10 - washerfor tap by rubbish room	7.37
Bill	6/06/2023	202352	Kohekohe Enterpris...	Cleaning for May 2023	2,438.06
Bill	7/07/2023	202361	Kohekohe Enterpris...	Cleaning for June 2023	2,438.06
Bill	7/08/2023	202368	Kohekohe Enterpris...	Cleaning for Jul 2023	2,438.06

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
Bill	7/09/2023	202381	Kohekohe Enterpris...	Cleaning for Aug 2023	2,438.06
Bill	4/10/2023	202389	Kohekohe Enterpris...	Cleaning for Sep 2023	2,438.06
Total General					28,399.96
Rubbish Removal					
Bill	30/11/2022	24034	Handee Can Servic...	November Skip Bin Empty	215.00
Bill	2/12/2022	202275	Kohekohe Enterpris...	November 2022 removal of solid waster and recycleables	1,470.00
Bill	9/01/2023	202302	Kohekohe Enterpris...	Monthly Removal of Solid Waste and Recyclables	1,470.00
Bill	8/02/2023	202312	Kohekohe Enterpris...	Monthly Removal of Solid Waste and Recyclables Jan23	1,470.00
Bill	2/03/2023	202315	Kohekohe Enterpris...	Removal of solid waste and recycles Feb23	1,470.00
Bill	5/04/2023	202328	Kohekohe Enterpris...	Monthly removal of solid waste and recyclables	1,470.00
Bill	3/05/2023	202333	Kohekohe Enterpris...	Monthly removal of solid waste and recyclables Apr-23	1,470.00
Bill	6/06/2023	202351	Kohekohe Enterpris...	Monthly Removal of Solid Waste and Recyclables - May 23	1,470.00
Bill	7/07/2023	202362	Kohekohe Enterpris...	Monthly Removal of Solid Waste and Recyclables - Jun 23	1,470.00
Bill	7/08/2023	202369	Kohekohe Enterpris...	Monthly Removal of Solid Waste and Recyclables - Jul 23	1,470.00
Bill	7/09/2023	202380	Kohekohe Enterpris...	Monthly Removal of Solid Waste and Recyclables	1,470.00
Bill	4/10/2023	202388	Kohekohe Enterpris...	Monthly Removal of Solid Waste and Recyclables	1,470.00
Total Rubbish Removal					16,385.00
Windows & Exterior					
Bill	30/11/2022	INV-2823	Guardian Property ...	Building wash & spray treatment	8,730.01
Total Windows & Exterior					8,730.01
Total Common Area Cleaning					55,298.74
Common Area Power					
Bill	14/11/2022	16951548	Nova Energy DD	Direct debit - 30/11/22	954.78
Bill	14/12/2022	17055595	Nova Energy DD	Direct debit - 05/01/23	922.08
Bill	6/01/2023	Nova 0120...	Nova Energy DD	Direct debit - 01/02/23	974.63
Bill	14/02/2023	17249863	Nova Energy DD	Electricity 14.1.23 to 13.2.23	951.36
Bill	14/03/2023	17347269	Nova Energy DD	Electricity 14.2.23 to 13.3.23	871.54
Bill	14/04/2023	17446067	Nova Energy DD	Electricity 14.3.23 to 13.4.23	974.63
Bill	15/05/2023	17544223	Nova Energy DD	Electricity 14.4.23 to 13.5.23	1,021.01
Bill	14/06/2023	17641195	Nova Energy DD	Electricity 14.5.23 to 13.6.23	1,266.90
Bill	17/07/2023	17741677	Nova Energy DD	Electricity 14.6.23 to 13.7.23	1,217.55
Bill	14/08/2023	1784446	Nova Energy DD	Electricity 14.7.23 to 13.8.23	1,296.20
Bill	14/09/2023	17935277	Nova Energy DD	Electricity 14.8.23 to 13.9.23	1,131.64
Bill	16/10/2023	18030318	Nova Energy DD	Electricity 14.9.23 to 13.10.23	1,035.76
Total Common Area Power					12,618.08

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
Fire System Servicing/Monitorin					
Bill	1/11/2022	50828891 ...	ADT Fire Monitoring	Quarterly Monitoring 01/10/22 - 31/12/22	193.29
Bill	30/11/2022	A488334	Argus Fire Protection	Defect call out in Apt 210	182.00
Bill	31/12/2022	A493127	Argus Fire Protection	Alarm activation - multiple faults, some fixed but further investig...	2,716.56
Bill	1/01/2023	50837099	ADT Fire Monitoring	Quarterly Monitoring 01/01/2023 - 31/03/2023	193.29
Bill	20/01/2023	A495796	Argus Fire Protection	Routine Monthly Inspections of Fire Alarm System	1,188.85
Bill	28/02/2023	A501758	Argus Fire Protection	Loop break termnations	642.00
Bill	31/03/2023	A507834	Argus Fire Protection	Informed that someone's pop corm in microwave, reset panel - ...	295.00
Bill	1/04/2023	50845357	ADT Fire Monitoring	Quarterly Monitoring 01/04/2023 - 30/06/2023	193.29
Bill	13/04/2023	A488472	Argus Fire Protection	Reset fire panel and reinstated zone following false activation fr...	182.00
Tax Invoice	14/04/2023	1694	115 - M G and Mrs ...	Recharge Argus invoice A488472 - Reset fire panel and reinsta...	-182.00
Bill	20/04/2023	AI0001370	Argus Fire Protection	For Fire system testing commencing 01/05/2023	1,188.85
Bill	30/06/2023	AI0014364	Argus Fire Protection	Replace heat with an encapsulated device from onsite panel st...	433.00
Bill	1/07/2023	50853621	Johnson Controls A...	Primary Fire System Monitoring from 01/07/2023 To 30/09/2023	193.29
Bill	17/07/2023	AI0016151	Argus Fire Protection	For fire system testing commencing 01/09/2023	1,272.08
Bill	1/10/2023	50861676	Johnson Controls A...	Primary Fire System Monitoring from 01/10/2023 To 31/12/2023	193.29
Bill	26/10/2023	AI0033418	Argus Fire Protection	Check defect on fire alarm panel	189.00
Total Fire System Servicing/Monitorin					9,073.79
Fire Service False Alarm Charge					
Tax Invoice	8/05/2023	1695	107 - Daimen & Re...	Recharge Argus Fire INV - A507834 re 27/03/2023 pop corn in ...	-295.00
Total Fire Service False Alarm Charge					-295.00
Foyer Entrance Upgrade					
Bill	31/01/2023	INV-0555	Peter Clark Ltd	Recover ottoman in vinyl	201.74
Total Foyer Entrance Upgrade					201.74
Health & Safety					
Cheque	20/11/2022	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/12/2022	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/01/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/02/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/03/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/04/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/05/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/06/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/07/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/08/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/09/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Cheque	20/10/2023	AP	Safety Seek Ltd	Monthly hosting license fee for Health & Safety System	40.00
Total Health & Safety					480.00
Insurance					
Replacement					
Bill	1/11/2022	I03674269 ...	Gallagher (Crombie...	Renewal 2022 13/11/22 - 13/11/23	86,082.20
Total Replacement					86,082.20

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
Office Bearers Liability					
Bill	1/11/2022	I03674269 ...	Gallagher (Crombie...	Renewal 2022 13/11/22 - 13/11/23	1,555.00
Total Office Bearers Liability					1,555.00
Valuation					
General Journal	1/11/2022	QPML Jnl	Bay Valuation Servi...	Reverse 2022 EOY Prepaid Exps: Valuation for insurance	1,400.00
Bill	19/09/2023	2023/15181	Allan Associates Ltd	Insurance valuation	1,200.00
General Journal	31/10/2023	QPML Jnl		Prepaid Expense: Allan Associates inv 15181 Insurance Valuati...	-1,200.00
Total Valuation					1,400.00
Excess					
Tax Invoice	21/03/2023	1638	104 - Bernard and ...	Vero Insurance Excess for Claim#4795862 | Glass Replacement	-434.78
Deposit	30/03/2023		Vero Insurance NZ	Vero 004795862 CA30331 - PU104 Glenns Glass Inv37513	-766.75
General Journal	31/03/2023	YE 2022-3	Inland Revenue Offi...	ero 004795862 CA30331 - PU104 Glenns Glass Inv37513 [GS...	100.01
Bill	20/09/2023	6824	Martins Plasterers 2...	Apartment 311 - To repair hole to bathroom ceiling - Ins Claim ...	436.00
Bill	2/10/2023	No014404	G Learmond Painte...	To paint bathroom ceiling in Apartment 311 - Ins Claim 4797212	127.00
Sales Receipt	30/10/2023	124	Vero Insurance	Vero Ins 004797212 CA31030	-128.22
Total Excess					-666.74
Total Insurance					88,370.46
Lift - Emergency Telephone					
Bill	15/11/2022	Debit - 30/...	Spark DD		53.64
Bill	15/12/2022		Spark DD		55.30
Bill	15/01/2023		Spark DD		55.30
Bill	15/02/2023	286624510...	Spark DD	Lift phone - 10.2.23 to 9.3.23	55.30
Bill	15/03/2023	286624510...	Spark DD	Lift phone - 10.3.23 to 9.4.23	55.30
Bill	15/04/2023	286624510...	Spark DD	Lift phone - 10.4.23 to 9.5.23	55.30
Bill	15/05/2023	286624510...	Spark DD	Lift phone - 10.5.23 to 9.6.23	55.30
Bill	15/06/2023	286624510...	Spark DD	Lift phone - 10.6.23 to 9.7.23	55.30
Bill	15/07/2023	286624510...	Spark DD	Lift phone - 10.7.23 to 9.8.23	55.30
Bill	15/08/2023	286624510...	Spark DD	Lift phone - 10.8.23 to 9.9.23	60.30
Bill	15/09/2023	286624510...	Spark DD	Lift phone - 10.9.23 to 9.10.23	60.30
Bill	15/10/2023	286624510...	Spark DD	Lift phone - 10.10.23 to 9.11.23	60.30
Total Lift - Emergency Telephone					676.94
Lift - Maintenance					
General Journal	1/11/2022	QPML Jnl	Kone Elevators	Reverse 2022 EOY Prepaid Exps: Kone Elevators	2,118.42
Bill	17/11/2022	193864728	Kone Elevators	Quarterly Lift Maintenance Fee	2,118.42
Bill	15/02/2023	193893702	Kone Elevators	Quarterly Lift Maintenance Fee 1.4.23 to 30.6.23	2,224.35
Bill	3/05/2023	202334	Kohekohe Enterpris...	Bunnings - lights for lifts	22.54
Bill	17/05/2023	193922850	Kone Elevators	Quarterly Lift Maintenance Fee 1.7.23 to 30.9.23	2,224.35
Bill	22/05/2023	198129052	Kone Elevators	Lift repiar re water ingress	462.00
Bill	21/07/2023	198140611	Kone Elevators	Lift repiar re water ingress 15/07/2023	472.00
Bill	31/07/2023	198142966	Kone Elevators	Annual IQP inspection for the 1 lift on site	360.00

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
Bill	17/08/2023	193944783	Kone Elevators	Service fee for period 01.10.2023 to 31.12.2023	2,224.35
General Journal	31/10/2023	QPML Jnl		Prepaid Exp: Kone Elevators Inv 193944783 Nov-Dec23 portion	-1,482.90
Total Lift - Maintenance					10,743.53
Management (on Site Mgrs Fee)					
Cheque	1/11/2022	dc	Kohekohe Enterpris...	Mgmt Fee	4,054.10
Cheque	1/12/2022	dc	Kohekohe Enterpris...	Mgmt Fee	4,054.10
Cheque	1/01/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,054.10
Cheque	1/02/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,054.10
Cheque	1/03/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,054.10
Bill	2/03/2023	202314	Kohekohe Enterpris...	BCManagement CPI Adj from 1 Nov 2022	472.11
Cheque	1/04/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,333.83
Cheque	1/05/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,333.83
Cheque	1/06/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,333.83
Cheque	1/07/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,333.83
Cheque	1/08/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,333.83
Cheque	1/09/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,333.83
Cheque	1/10/2023	dc	Kohekohe Enterpris...	Mgmt Fee	4,333.83
Total Management (on Site Mgrs Fee)					51,079.42
Managers Phone Costs					
Bill	5/12/2022	202276	Kohekohe Enterpris...	Phone refund allowance - November 2022	60.00
Bill	8/02/2023	202313	Kohekohe Enterpris...	Phone refund allowance January 2023	60.00
Bill	2/03/2023	202314	Kohekohe Enterpris...	Phone refund allowance Feb 23	60.00
Bill	5/04/2023	202327	Kohekohe Enterpris...	Phone and WIFI refund Mar 23	60.00
Bill	3/05/2023	202334	Kohekohe Enterpris...	Phone and WIFI refund April 2023	60.00
Bill	6/06/2023	202352	Kohekohe Enterpris...	Phone and WIFI refund May 2023	60.00
Bill	7/07/2023	202361	Kohekohe Enterpris...	Phone and Wifi refund Jun 2023	60.00
Bill	7/08/2023	202368	Kohekohe Enterpris...	Phone and wifi refund Jul 2023	60.00
Bill	7/09/2023	202381	Kohekohe Enterpris...	Phone and wifi refund Aug 2023	60.00
Bill	4/10/2023	202389	Kohekohe Enterpris...	Phone & Wifi refund	60.00
Total Managers Phone Costs					600.00
Pool Expenses					
Chemicals & Servicing					
Bill	8/11/2022	Main Regis...	Think Water Whaka...	Chemicals	52.09
Bill	5/12/2022	202276	Kohekohe Enterpris...	Pool cleaning and operation	480.00
Bill	21/12/2022	Main Regis...	Think Water Whaka...	Chemicals	92.61
Bill	8/02/2023	202313	Kohekohe Enterpris...	Pool cleaing and operation January 2023	416.00
Bill	2/03/2023	202314	Kohekohe Enterpris...	Pool cleaning and operation Feb 23	480.00
Bill	5/04/2023	202327	Kohekohe Enterpris...	Pool cleaning and operation Mar 23	288.00
Bill	3/05/2023	202334	Kohekohe Enterpris...	Pool cleaning and operation April 2023	96.00
Bill	6/06/2023	202352	Kohekohe Enterpris...	Pool cleaning and operation May 2023	64.00
Bill	7/07/2023	202361	Kohekohe Enterpris...	Pool cleaning and operation Jun 2023	32.00
Total Chemicals & Servicing					2,000.70

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
New Pool Filter & Pump					
Bill	19/01/2023	INV-16118	DB Plumbing Ltd	Annual back flow test	260.00
Total New Pool Filter & Pump					260.00
Total Pool Expenses					2,260.70
Repairs & Maintenance					
R & M - Common Area					
Bill	5/12/2022	202276	Kohekohe Enterpris...	Bunnings - lights	19.18
Bill	22/12/2022	Waterfront ...	Sweet Tile and Stone	Cut and lay tiles, grouting, silicon, labour, travel	0.00
Bill	22/02/2023	00037513	Glenns Glass	Supply & install clear lami per quote	1,101.52
Bill	6/06/2023	202352	Kohekohe Enterpris...	ideal Rexel Group - Tube Fluoro x 3	65.25
Bill	23/06/2023	032574	G Learmond Painte...	To fill and touch up ceiling	196.00
Bill	7/07/2023	202361	Kohekohe Enterpris...	Bunnings - Asphalt crack fill & liquid nails	31.77
Bill	4/10/2023	202389	Kohekohe Enterpris...	Mitre 10 Padlock for back gate	27.82
Total R & M - Common Area					1,441.54
Electrical (incl light replace)					
Bill	6/06/2023	202352	Kohekohe Enterpris...	Bunnings - BC lights x 12	38.41
Bill	6/06/2023	202352	Kohekohe Enterpris...	Mitre 10 - Hallway lights x 2	13.06
Bill	30/06/2023	IN3112	Christie Electrics 20...	Complete reset on door controller and test all modes	125.00
Bill	13/07/2023	TEINV2002	Foundation Electrical	Traced fault with outside lights to the daylight switch which it go...	377.30
Bill	7/08/2023	202368	Kohekohe Enterpris...	Bunnings - light bulbs	104.07
Bill	16/10/2023	161023	Foundation Electrical	Installed replacement Exit and Emergency lights	813.60
Bill	25/10/2023	IN3383	Christie Electrics 20...	Complete automatic door IQP annual inspection	600.00
Total Electrical (incl light replace)					2,071.44
Total Repairs & Maintenance					3,512.98
Security Panel Upgrade					
Bill	6/12/2022	11308	Nutech Security Ltd	Upgrade Concept to Integriti (Main panel only) as per quote 402	4,773.78
Total Security Panel Upgrade					4,773.78
Water Rates					
Bill	5/12/2022	202330570	Whakatane District ...	Water Rates 2nd reading	10,378.61
Bill	21/06/2023	2023 74045	Whakatane District ...	Water rates 17/10/2022 - 22/05/2023	12,233.53
Total Water Rates					22,612.14
Total Expense					287,518.31
Net Ordinary Income					-287,518.31

Quayside Body Corporate 413545
Profit & Loss Detail
November 2022 through October 2023

Type	Date	Num	Name	Description	Amount
Other Income/Expense					
Other Expense					
Provision for LTMF					
General Journal	31/10/2023	QPML Jnl		2022/23 Provision for LTMF	20,750.00
Total Provision for LTMF					20,750.00
Total Other Expense					20,750.00
Net Other Income					-20,750.00
Net Income					**-308,268.31**

Quayside Body Corporate 413545
Balance Sheet
As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Chequing/Savings	
Westpac Cheque Account	239,864.33
Westpac On Line Saver 025	156,485.63
Westpac Online Saver 001 LTMF	252,184.56
Total Chequing/Savings	648,534.52
Accounts Receivable	
Accounts Receivable	90,287.14
Total Accounts Receivable	90,287.14
Other Current Assets	
Maintenance Works Project	
Extraordinary Levy	-187,000.00
SS Build Costs	29,400.00
Total Maintenance Works Project	-157,600.00
Income Tax Refund	898.81
Prepaid Expenses	2,682.90
Total Other Current Assets	-154,018.29
Total Current Assets	584,803.37
TOTAL ASSETS	**584,803.37**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,034.45
Total Accounts Payable	4,034.45
Other Current Liabilities	
GST Payable	21,311.00
GST on Accruals	21.46
Levies Received in Advance	162,726.57
Total Other Current Liabilities	184,059.03
Total Current Liabilities	188,093.48
Total Liabilities	188,093.48
Equity	
Long Term Maintenance Fund	
Opening Balance	248,160.40
Transfer from Profit & Loss	20,750.00
Total Long Term Maintenance Fund	268,910.40
Retained Earnings	104,215.46
Net Income	23,584.03
Total Equity	396,709.89
TOTAL LIABILITIES & EQUITY	**584,803.37**

Quayside Body Corporate 413545
A/R Ageing Summary
As of November 26, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
R5- Cusack Partners Real Estate Ltd	0.00	-10.00	0.00	0.00	0.00	-10.00
R6 - Cusack Partners Real Estate Ltd	0.00	0.00	0.00	0.00	1,106.79	1,106.79
R7 - Potter Family Trust	0.00	1,415.91	0.00	0.00	0.00	1,415.91
104 - Bernard and Brenda Whelan	0.00	-24.65	0.00	0.00	0.00	-24.65
109 - A & M Bowmar Family Trust	0.00	0.00	0.00	0.00	0.56	0.56
110 - Kristoferson O'Brien	0.00	4,061.71	0.00	0.00	2,056.20	6,117.91
111 - Cara Jane Ferguson	0.00	-7.96	0.00	0.00	0.00	-7.96
201 - Four Trees & M.D.S.F.V213 Trust	0.00	700.00	0.00	0.00	0.00	700.00
203 - Jamie-Lee O'Brien	0.00	2,278.73	0.00	0.00	0.00	2,278.73
213 - Helen Bakker	0.00	0.00	-3,446.43	0.00	0.00	-3,446.43
302 - David Price	0.00	0.24	0.00	0.00	0.00	0.24
TOTAL	**0.00**	**8,413.98**	**-3,446.43**	**0.00**	**3,163.55**	**8,131.10**

Quayside Body Corporate 413545
Proposed Budget for the year ended 31 October 2024

Ordinary Income/Expense	Nov 22 - Oct 23 Actual	Budget 2022/23	Proposed Budget 2023/24
Income			
Levies	325,453	325,367	337,831
Total Income	**325,453**	**325,367**	**337,831**
Expense			
Accounting Fee	2,523	2,100	2,500
Administration (Incl Bank Fees)	768	1,000	1,000
Body Corp Administration	20,787	19,450	20,000
Building Act Compliance	1,433	1,200	1,500
Common Area Cleaning			
Carpark	1,784	1,710	1,800
General	28,400	30,500	30,000
Rubbish Removal	16,385	23,700	23,700
Windows & Exterior	8,730	5,000	9,000
Total Common Area Cleaning	**55,299**	**60,910**	**64,500**
Common Area Power	12,618	12,100	12,500
Fire System Servicing/Monitorin	9,074	8,000	9,000
Fire Service False Alarm Charge	-295		0
Foyer Entrance Upgrade	202		0
General Expense	0	100	100
Gym Equipment Upgrade	0	2,500	2,500
Health & Safety	480	480	480
Insurance			
Replacement	86,082	86,082	94,690
Office Bearers Liability	1,555	1,555	1,711
Valuation	1,400	1,400	1,400
Excess	-667	1,000	1,000
Total Insurance	**88,370**	**90,037**	**98,801**
Lift - Emergency Telephone	677	720	720
Lift - Maintenance	10,744	10,500	10,700
Management (on Site Mgrs Fee)	51,079	52,000	52,000
Managers Phone Costs	600	720	720
Pool Expenses			
Chemicals & Servicing	2,001	5,000	5,000
New Pool Filter & Pump	260		260
Total Pool Expenses	**2,261**	**5,000**	**5,260**
Repairs & Maintenance			
R & M - Common Area	1,442	5,000	5,000
Electrical (incl light replace)	2,071	2,500	2,500
R & M - Auto Door Monitoring	0	3,000	3,000
R & M - C02 Monitoring of equip	0	4,000	4,000
Total Repairs & Maintenance	**3,513**	**14,500**	**14,500**
Review of LTMP	0	1,800	1,800
Security Panel Upgrade	4,774		0
Water Rates	22,612	21,500	22,500
Total Expense	**287,518**	**304,617**	**321,081**

Quayside Body Corporate 413545
Proposed Budget for the year ended 31 October 2024

Ordinary Income/Expense	Nov 22 - Oct 23 Actual	Budget 2022/23	Proposed Budget 2023/24
Net Ordinary Income	**37,935**	**20,750**	**16,750**
Other Income/Expense			
Other Income			
Bank Interest Received	6,399		4,000
Total Other Income	**6,399**		**4,000**
Other Expense			
Provision for LTMF	20,750	20,750	20,750
Total Other Expense	**20,750**	**20,750**	**20,750**
Net Other Income	**-14,351**	**-20,750**	**-16,750**
Net Income	**23,584**	**0**	**0**

Transaction List

Quayside BC Cheque Account - 03-0435-0768158-000

Current Balance as at 27/11/2023: $186,275.60 CR

Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
31/10/2023	Account Maint Charge	Account maintenance	0435	0768158-00		$7.00	
31/10/2023	DIRECT DEBIT	SPARK NZ TRADING		28662451058	231015231031	$69.35	
31/10/2023	BILL PAYMENT	KIDD, G D	Taihoa Holdi	R9	inv1704		$1,641.35
31/10/2023	BILL PAYMENT	ANGELL W	Watersmeet	BC413545	R1 inv1696		$1,725.31
31/10/2023	BILL PAYMENT	ANGELL W	Watersmeet	BC413545	R3 inv1698		$877.96
31/10/2023	BILL PAYMENT	BIGHAM CDG &	C.Bigham		unit 108		$3,273.78
31/10/2023	DIRECT CREDIT	O C E LAWRENCE AND	Levy	Lawrence	1735		$3,450.10
31/10/2023	DIRECT CREDIT	Simpson S L	S Simpson	Inv 1734	Unit 210		$4,171.91
	Closing Balance:						**$239,864.33 CR**
	Opening Balance:	**$224,800.27 CR**					

Transaction List

Quayside LTMF - 03-0435-0768158-001

Current Balance as at 27/11/2023: $252,184.56 CR

Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
31/10/2023	Credit Interest	CREDIT INTEREST	$577.37	Less W/Tax	$173.21		$404.16
	Closing Balance:						**$252,184.56 CR**
	Opening Balance:	**$251,780.40 CR**					

Transaction List

Quayside Online Saver Acct - 03-0435-0768158-025

Current Balance as at 27/11/2023: $156,485.63 CR

Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
31/10/2023	Credit Interest	CREDIT INTEREST	$358.27	Less W/Tax	$107.48		$250.79
	Closing Balance:						**$156,485.63 CR**
	Opening Balance:	**$156,234.84 CR**					

From: Lynnie Kritzinger
To: Peter Collett
Cc: Caroline Battersby
Subject: RE: BC413545 Quayside - 11 George Street Whakatane 3120 - Seeking approval to review LTMP in accordance to the Unit Titles Amendment Act
Date: Friday, 16 February 2024 2:47:01 pm
Attachments: Quayside Apartments LTMP Q2413408.pdf
image001.png

Good afternoon Peter,

Apologies for my delayed response.

1. That "Quay Property Management Ltd" are recommending “Solutions in Engineering” (SIE) as a fully qualified supplier to conduct the 2024 "30 year review" – QPML are indeed recommending SIE as a fully qualified supplier to complete the 30 year review. Thy come highly recommended and are the main consultant that manages the LTMP’s for the majority of properties that QPML manages.
2. That no other quotations or estimates have been obtained to ensure the cost of the proposed service is competitive and in line with market expectations - No other quotations or estimates have been sourced to ensure competitive pricing, and at this stage, but can be sourced if requested.
3. That no indicative cost of this service is being offered at this stage – Please see attached quote from SIE to complete the LTMP
4. That the "special levy” raised over 12 months ago for recaulking of the Aluminium Composite Panels plus resealing of the concrete parking area will be referenced in the revised 2024 LTMP budget prepared by SIE – This can be added to the LTMP by SIE, we can provide this additional information to SIE to include
5. That SIE may comment on any significant variations between their March 2019 report and the 2024 report. Their 15 year forecast suggested a $250k deficit in the LT maintenance account – Yes, this can be requested from SIE.

Kind regards

Lynnie Kritzinger
Facilities Co-Ordinator
Quay Property Management Ltd
PO Box 256
Level 5, Harrington House
Cnr Harington & Willow Streets
Tauranga 3140

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

From: Peter Collett <petercollett@me.com>
Sent: Saturday, January 27, 2024 4:59 PM
To: Lynnie Kritzinger <lynnie@quayproperty.co.nz>
Cc: Caroline Battersby <office@quayproperty.co.nz>
Subject: Re: BC413545 Quayside - 11 George Street Whakatane 3120 - Seeking approval to review LTMP in accordance to the Unit Titles Amendment Act

You don't often get email from petercollett@me.com. Learn why this is important

Hi Lynnie,

As a relatively new member of the Quayside BC Committee can you please clarify the following queries:

1. That "Quay Property Management Ltd" are recommending “Solutions in Engineering” (SIE) as a fully qualified supplier to conduct the 2024 "30 year review"
2. That no other quotations or estimates have been obtained to ensure the cost of the proposed service is competitive and in line with market expectations
3. That no indicative cost of this service is being offered at this stage
4. That the "special levy” raised over 12 months ago for recaulking of the Aluminium Composite Panels plus resealing of the concrete parking area will be referenced in the revised 2024 LTMP budget prepared by SIE
5. That SIE may comment on any significant variations between their March 2019 report and the 2024 report. Their 15 year forecast suggested a $250k deficit in the LT maintenance account

Cheers,

Peter Collett | E: petercollett@me.com

On 23 Jan 2024, at 3:22 pm, Lynnie Kritzinger <lynnie@quayproperty.co.nz> wrote:

Dear Committee members,

I trust this email finds you well. We are writing to request permission to engage Solutions in Engineering for the purpose of completing a Long-Term Maintenance Plan (LTMP) in accordance with the Unit Titles Amendment Act, effective May 2024.

As per the recent legislative changes, all large bodies corporate with 10 units or more are mandated to have a compliant LTMP covering 30 years of future maintenance. Your current LTMP only covers 15 years of future maintenance (copy attached). It is important to ensure compliance with this regulation, and we believe that Solutions in Engineering possesses the expertise needed to assist in this matter.

In accordance with the Unit Titles Amendment Act, the Body Corporate is required

to consult with a building professional or other appropriately qualified professionals during the development or review of the LTMP. We assure you that Solutions in Engineering will provide the necessary professional input to ensure the LTMP aligns with the prescribed standards.

We kindly request your prompt consideration and approval for engaging Solutions in Engineering to facilitate the timely development and implementation of the LTMP, ensuring compliance with the legal requirements.

Thank you for your attention to this matter, and we look forward to your positive response.

Kind regards

Lynnie Kritzinger
Facilities Co-Ordinator
Quay Property Management Ltd
PO Box 256
Level 5, Harrington House
Cnr Harington & Willow Streets
Tauranga 3140

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Date: 01 Feb 2024

Customer	Quay Property Management
Attn	Lynnie Kritzinger
Email	lynnie@quayproperty.co.nz
From	Claudia Powell

QUOTATION

For a Professional Long Term Maintenance Plan (NZ) - Large Scheme

Reference Number	2413408
CTS/SP Number	413545
Building Name	Quayside Apartments Body Corporate
Building Address	11 George Street Whakatane NZ 3158
No. Units	55
Building Type	NZ - Unit Plan
Type of Units	Mixed Use Scheme
Professional Fees	$2,328.00 (incl GST)

Additional Details

Large Unit Title Development – Long Term Maintenance Plan (New Legislative Requirements)

Section 157 of the Unit Titles Amendment Act 2022 – requires a Unit Title Development of 10 units or more to have a Long Term Maintenance Plan that covers a period of 30 years. This plan will be created as a 30 year plan to ensure compliance with the act.

The years 11-30 of the Long Term Maintenance Plan are a high-level estimate of the likely costs a Body Corporate must begin to consider and prepare funding for.

It is a legislative requirement that this Long Term Maintenance Plan be reviewed in accordance with the Unit Titles Act every 3 years, by a suitably qualified professional such as Solutions In Engineering.

Solutions in Engineering also SPECIALISE in Health & Safety Reports & Asbestos Reports in line with the Health & Safety at Work Act and Regulations.

Receive 10% Discount on this Report when Ordered with a H&S Report or Asbestos Survey

Solutions in Engineering's personalised service and how you will benefit...

- Solutions IE are the leading providers in this service and have completed more of these reports than any other company in the Southern Hemisphere.
- Inspectors who are fully trained building professionals with decades of combined experience in maintenance and new project management.
- Current rates ensuring accurate calculations.
- Courteous, easily identifiable and professionally dressed Inspectors who are willing to spend time with an owner representative on the day of the inspection.
- The Report is compiled using custom made software, to calculate the lowest possible levy whilst still maintaining sufficient funds to meet expenditure needs.
- Simple, comprehensive yet easy to read reports.
- We protect the service we provide for you with $20,000,000 in Public Liability and $4,000,000 of Professional Indemnity Insurance.

Additional information:

Long-Term Maintenance Plan Reports on all buildings include personal onsite inspection of the property.
Please attach a copy of the registered plan when ordering a Long-Term Maintenance Plan.

When accepting the quote, please provide us with:

- Completed Order Form
- Property Plans

OUR GUARANTEE TO YOU...
If we do not deliver everything as promised, we will work with you until you're satisfied with the report!

Call us now on 0800 136 036 fax us on 0800 136 037
or email: orders@solutionsinengineering.com
Website: www.solutionsinengineering.com

This quotation is valid for twelve (12) months from date of issue.

All services provided by Solutions in Engineering are supplied on the basis of our '**Product Description**' and **'Supply Terms and Conditions'** which are available from our office and from our website **www.solutionsinengineering.com**

New Zealand| Canada | Australia
PO Box 106508 Auckland NZ 1143

ANNUAL GENERAL MEETING MINUTES

BODY CORPORATE NO: 413545
Quayside BC413545
11 George Street, Whakatane

SCHEDULED MEETING PLACE, DATE & TIME
Quayside Apartments, 11 George Street, Whakatane
Tuesday 31 March 2026 at 3.00 pm

BODY CORPORATE CHAIRPERSON: DAIMEN JONES

MEETING CHAIRPERSON: DAVID SHEA

AGENDA ITEMS

1 QUORUM

The chair of the meeting will record any apologies, proxies and postal votes received, as well as receive the attendance register and confirm that the meeting has a quorum. The chair of the meeting will also conduct a health and safety briefing and point out fire exits in the event of emergency.

PRESENT
Roger & Wendy Angell, Brenda & Bernard Whelan, Daimen & Rebecca Jones, Joe & Megan Brocker, Michael Price, Graeme Ennis, Helen Bakker, Wendy Waller, Maureen Gibbs, Christine Wilkins, Graham & Anne Wilson, Peter Collette and David Shea (Body Corporate Administrator).

APOLOGIES
Taihoa Holdings Limited, Wickham & Johnson Investments, David Price, Lesley Immink, Walton Goldsmith, Matt & Lisa Preston, Vaughan Hobbs, Jan Latham, William Butt, Oliver & Hazel Lawrence, Bronwen McPherson and Maurice & Rosetta Griffin.

POSTAL VOTES
Matt & Lisa Preston and Jan Latham

PROXY APPOINTMENTS
Taihoa Holdings → Daimen Jones; Wickham & Johnson → Daimen Jones; Walton Goldsmith → Daimen Jones; V Hobbs → Daimen Jones.

2 PREVIOUS MINUTES

Ordinary Resolution
That the minutes of the last annual general meeting of the Body Corporate held on 31 March 2025 were confirmed as a true record of the proceedings of that meeting.
PASSED

3 MATTERS ARISING

Nil

4 QUAY PROPERTY MANAGEMENT LIMITED - SERVICE AGREEMENT

Note: *The Chairperson and Committee have various duties under the Unit Titles Act 2010 and associated regulations and operational rules. The appointment of a Body Corporate Manager is desirable in order to assist the Body Corporate, it's the Chairperson and Committee to comply with their responsibilities and ensure the proper management, administration and record keeping of the Body Corporate.*

There was a query on changes at Quay Property management Ltd and how this will apply to Quayside. David Shea explained that it will be business as usual in terms of dealings with key staff with the real change being David Shea retiring and working part time only over the next few months. Anita Reinecke will be taking over from David his role in attending meetings and in an advisory capacity for the Bodies Corporate's Quay manage.

Ordinary Resolution
That the Body Corporate renew the appointment of Quay Property Management Limited, as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.
PASSED

5 ELECTION OF CHAIRPERSON

Ordinary Resolution
That Graeme Ennis be elected as chairperson of the body corporate and body corporate committee and serve such until the earlier of the next AGM or their resignation.
PASSED

6 ELECTION OF COMMITTEE

Ordinary Resolution
That there being the same or fewer nominations than vacancies, the below nominees were elected to the Committee.

- Daimen Jones — Unit 107 (Apt 207)
- Mike Price — Unit 205 (Apt 305)
- Brendon Butt — Unit 208 (Apt 308)
- Graeme Ennis — Unit 209 (Apt 309)
- Chrstine Wilkins — Unit 303 (Apt 403)
- Graham Wilson — Unit 309 (Apt 409)
- Peter Collett — Unit 311 (Apt 411)

PASSED

Delegation of Powers Special Resolution
That the Body Corporate resolves by special Resolution to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.
PASSED

Special Resolution
That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.
PASSED

Ordinary Resolution
That the committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.
PASSED

7 LONG-TERM MAINTENANCE PLAN

The Long-Term Maintenance Plan was reviewed in September 2024 and is due for review in 2027.

8 PREVIOUS FINANCIALS – YEAR END 31 OCTOBER 2025

It was noted a surplus of $1,193 has been achieved for the year end 31 October 2025 and that although expenses for the year exceeded the budget, after interest received, the small surplus of $1,193 was achieved.
Items contributing to the overspend included installation of CCTV and the cost of water rates which have increased quite significantly.

Attached to the Agenda was a copy of Quay Property Management Limited's in-house financial accounts which have been forwarded to KPMG for finalization, however, have not been finalised by the date of this meeting.

David Shea summarized the accounts:

Peter queried the matching of the Long-Term Maintenance Plan contribution and the budget as being the same. This was confirmed.

Peter also questioned the date of the aged Debtors list being 31 October and not the date of this meeting. Given the meeting is dealing with the year-end accounts only it was suggested that the Committee be provided with a current Debtors list. Quay Property Management Limited has a system in place to follow up any late payments.

There was a query on there being any protection for the body corporate when selling with outstanding levies. It was confirmed that any arrears are recorded in a pre-settlement disclosure statement at the time of sale and any arrears paid by the vendor on or before settlement.

It was noted and agreed the timing of provision of the KPMG accounts is very slow.

Special Resolution
That the financial accounts for the year end 31 October 2025 be approved and adopted without the requirement of review or specific verification under section 132(2) of the Act, and the body corporate hereby approves the Financial Reports on this basis.
PASSED

Ordinary Resolution
That the Body Corporate retain the previous year surplus in retained earnings (revenue reserve).
PASSED

9 INDEPENDENT REVIEW OF FINANCIAL STATEMENT

Special Resolution
That by special Resolution the Body Corporate agrees not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.
PASSED

10 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing in the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

11 ANNUAL BUDGET – YEAR END 31 OCTOBER 2026

There was a query on the possibility of solar panels being installed to reduce the cost of power. While upfront costs would be high this would result in a long-term benefit. It was agreed that the Committee will look into this option. Daimen suggested the roof is however exposed to very high winds and the risk could be water ingress through fixings.

It was noted PU309 did not get the Agenda but had received other documents to the same address –Quay to send out total pack again as an email test.

Ordinary Resolution
That the Body Corporate approve and adopt the proposed annual budget in the amount of $548,373 plus GST for the year stated and that the Body Corporate raise levies in accordance with a unit owner's utility interest.
PASSED

Ordinary Resolution
That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.
PASSED

Ordinary Resolution
That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the Body Corporate Committee for approval for unexpected expenses outside of the budget.
PASSED

12 LEVY COLLECTION

Ordinary Resolution
That the Body Corporate raise levies in accordance with the approved budget and agreed above, with levy payments due on 1 November 2025 and 1 May 2026.
PASSED

Ordinary Resolution
That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.
PASSED

Ordinary Resolution
That the Body Corporate may charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue (including charging interest to those on payment plans) together with any administrative and legal costs the Body Corporate may incur in recovering due debts.
PASSED

***Note**: Your Body Corporate is registered for GST.*

13 BODY CORPORATE RULES
No changes to the operational rules have been proposed.

14 INSURANCE
Ordinary Resolution
That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.
PASSED

Ordinary Resolution
That the Body Corporate remains with the existing broker and that insurance is renewed as per the brokers recommendation.
PASSED

Ordinary Resolution
That the Body Corporate is authorized to secure Office Bearers Liability Insurance with a cover of $1,000,000.
PASSED

Ordinary Resolution
That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess
PASSED

Material Facts - Disclosure:
You must disclose all information that may be relevant to the Insurer's decision to insure. This includes but is not limited to such things as:

- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

If you are unsure whether a circumstance needs to be disclosed, please contact your broker for advice. If in doubt - disclose.

15 GENERAL MAINTENANCE
The Committee will arrange for general maintenance as required.

16 HEALTH AND SAFETY
Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

- Identify hazards;
- Eliminate or minimise any hazards and where appropriate put controls in place and;
- Regularly check the control measures are in place;
  - Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

As agreed at last years AGM, Solutions in Engineering were asked to prepare a site-specific Health & Safety Plan, copy attached to the Agenda. This Plan will be reviewed and approved by the committee in due course.

17 GENERAL BUSINESS
Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was discussed:

(a) Roger and Wendy Angell asked if the body corporate is continuing to investigate the airflow systems and operation of the restaurant, which appears to be the source of the odor issues in the car park?

Daimen has been in contact with the Council, and the Committee will look at this matter after feedback from the Council. They will come back with a cause and solution.

(b) The Manager confirmed internal maintenance will be completed around May/June this year. Carpet cleaning is also to be done around the same time (after the maintenance work has been completed).

CLOSURE

There being no further business, the Chairperson declared the meeting closed at 3.44 pm.

Please ensure you keep us informed of any changes to your contact details including your email address as all correspondence will be by email unless otherwise requested.

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

ANNUAL GENERAL MEETING AGENDA

BODY CORPORATE NO: 413545
Quayside BC413545
11 George Street, Whakatane

SCHEDULED MEETING PLACE, DATE & TIME
Quayside Apartments, 11 George Street, Whakatane
Tuesday 31 March 2026 at 3.00 pm

BODY CORPORATE CHAIRPERSON: DAIMEN JONES

MEETING CHAIRPERSON: DAIMEN JONES

1 QUORUM

The chair of the meeting will record any apologies, proxies and postal votes received, as well as receive the attendance register and confirm that the meeting has a quorum. The chair of the meeting will also conduct a health and safety briefing and point out fire exits in the event of emergency.

2 PREVIOUS MINUTES

Ordinary Resolution
That the minutes of the last annual general meeting of the Body Corporate held on 31 March 2025 are confirmed as a true record of the proceedings of that meeting.

3 MATTERS ARISING

4 QUAY PROPERTY MANAGEMENT LIMITED - SERVICE AGREEMENT

Note: *The Chairperson and Committee have various duties under the Unit Titles Act 2010 and associated regulations and operational rules. The appointment of a Body Corporate Manager is desirable in order to assist the Body Corporate, it's the Chairperson and Committee to comply with their responsibilities and ensure the proper management, administration and record keeping of the Body Corporate.*

Ordinary Resolution
That the Body Corporate renew the appointment of Quay Property Management Limited, as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.

5 ELECTION OF CHAIRPERSON

Note: *A Body Corporate must elect a Chairperson by ordinary resolution at every annual general meeting. The Chairperson has the duties in Regulation 11, subject to and delegation to the Body Corporate Committee, and is responsible for signing the management agreement appointing Quay Property Management to manage the Body Corporate. Unless the body corporate decides by ordinary resolution that the body corporate committee shall elect the Chairperson of the committee, the chairperson shall be elected by the body corporate and will also be the chair of the body corporate committee.*

Failure to appoint a Chairperson will result in various administrative difficulties, such as if the Body Corporate wishes to amend the Body Corporate Operational Rules and will fail to meet its obligations under the Unit Titles Act and Regulations.

The following nomination was received:

- Graeme Ennis Unit 209 (Apt309)

Ordinary Resolution
That Graeme Ennis be elected as chairperson of the body corporate and body corporate committee and serve such until the earlier of the next AGM or their resignation.

6 ELECTION OF COMMITTEE

***Note**: A Body Corporate with 10 or more principal units must form a Body Corporate Committee, unless, by special resolution, decides not to form a Body Corporate Committee.*

The following nominations for the Body Corporate Committee were received:

▪ Daimen Jones	Unit 107 (Apt 207)
▪ Mike Price	Unit 205 (Apt 305)
▪ Brendon Butt	Unit 208 (Apt 308)
▪ Graeme Ennis	Unit 209 (Apt 309)
▪ Chrstine Wilkins	Unit 303 (Apt 403)
▪ Graham Wilson	Unit 309 (Apt 409)
▪ Peter Collett	Unit 311 (Apt 411)

Ordinary Resolution
That there being the same or fewer nominations than vacancies, all nominees are elected to the Committee.

Under Section 108 of the Act the Body Corporate may, by SPECIAL RESOLUTION, delegate any of its powers and duties to the Committee apart from its powers and duties in respect of delegation, reassessing ownership and utility interests, enforcing compliance with the operational rules and applying insurance monies towards the reinstatement of the development.

Delegation of Powers Special Resolution
That the Body Corporate resolves by special resolution to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.

The Body Corporate may also delegate the Chairpersons duties to the Committee. These duties are set out in Regulation 11 of the Unit Titles Regulations 2011.

Special Resolution
That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.

Ordinary Resolution
That the committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

***Note**: A Committee must meet within one month of this AGM. Any other meetings of the Committee are at their own discretion and can be as and when required. A copy of any Committee Meeting minutes must be issued to all owners within a month of each meeting.*

7 LONG-TERM MAINTENANCE PLAN

***Note**: The Long-Term Maintenance Plan must be reviewed at least once every 3 years (Regulation 30(2)). If the Body Corporate becomes aware of a matter that may materially impact the Long-Term Maintenance Plan, the plan must be reviewed as soon as reasonably practicable.*
Unless resolved otherwise, the Body Corporate must also consult with a building professional, or other appropriately qualified professionals, when developing or reviewing the LTMP.

The Long-Term Maintenance Plan was reviewed in September 2024 and is due for review in 2027.

8 PREVIOUS FINANCIALS – YEAR END 31 OCTOBER 2025

It is noted a surplus of $1,193 has been achieved for the year end 31 October 2025. It is noted expenses for the year exceeded the budget however after interest received, the small surplus of $1,19**3** was achieved.

Items contributing to the overspend included installation of CCTV and the cost of water rates had increased quite significantly.

Attached is a copy of Quay Property Management Limited's in-house financial accounts which have been forwarded to KPMG for finalization, however unfortunately these are not available for inclusion in this Agenda pack. Accordingly, all we can do is consider the draft accounts from Quay Property Management Limited and forward ahead of the date of the AGM, a copy of the final accounts from KPMG as soon as they are received. If there are any significant changes to the accounts, these can be discussed, and the resolution amended as necessary at this meeting.

Special Resolution
That the financial accounts for Year End 31 October 2025 and tabled to this meeting, be approved and adopted without the requirement of review or specific verification under section 132 (2) of the Act, and the Body Corporate hereby approves the Financial accounts on this basis but subject to committee (or Body Corporate) approval of the finalised KPMG accounts.

It is proposed the previous year surplus be held in retained earnings (administrative fund). The retained earnings balance is $176,985.64 as at 30 October 2025. The Long-Term Maintenance Fund balance is 486,299.46.

Ordinary Resolution
That the Body Corporate retain the previous year surplus in retained earnings (revenue reserve).

9 INDEPENDENT REVIEW OF FINANCIAL STATEMENT

All Bodies Corporate must have their financial accounts audited, unless this Body Corporate decide by special resolution not to.

Special Resolution
That by special resolution the Body Corporate agrees not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.

Note: If you would like for accounts to be audited, you must vote against the resolution. The cost of an audit is estimated to be $12,000.00 plus GST.

10 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing in the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

11 ANNUAL BUDGET – YEAR END 31 OCTOBER 2026

The draft budget is based on last year's actuals and includes insurance at the amount invoiced and provision for the Long-Term Maintenance Fund in the amount set out in the Long-Term Maintenance Plan.

Ordinary Resolution
That the Body Corporate approve and adopt the proposed annual budget in the amount of $548,373 (including provision of $175,344 for the Long-Term Maintenance Fund) plus GST for the year stated and that the Body Corporate raise levies in accordance with unit owner's utility interest.

***Note**: The budget will be discussed and amended as instructed by owners at the meeting.*

Ordinary Resolution
That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.

Ordinary Resolution
That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the Body Corporate Committee for approval for unexpected expenses outside of the budget.

12 LEVY COLLECTION

Ordinary Resolution
That the Body Corporate raise levies in accordance with the approved budget under s.121 (owners utility interest) and agreed above, with levy payments due on 1 November 2025 and 1 May 2026.

Ordinary Resolution
That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.

Ordinary Resolution
That the Body Corporate may charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue (including charging interest to those on payment plans) together with any administrative and legal costs the Body Corporate may incur in recovering due debts.

***Note**: Your Body Corporate is registered for GST.*

13 BODY CORPORATE RULES

No changes to the operational rules have been proposed.

14 INSURANCE

Note: *A copy of the insurance policy summary is attached.*

Ordinary Resolution
That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.

Ordinary Resolution
That the Body Corporate remains with the existing broker and that insurance is renewed as per the brokers recommendation.

Ordinary Resolution
That the Body Corporate is authorized to secure Office Bearers Liability Insurance with a cover of $1,000,000.

Ordinary Resolution
That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess

Material Facts - Disclosure:
You must disclose all information that may be relevant to the Insurer's decision to insure. This includes but is not limited to such things as:

- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

15 GENERAL MAINTENANCE

The Committee will arrange for general maintenance as required.

16 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

- Identify hazards;
- Eliminate or minimise any hazards and where appropriate put controls in place and;
- Regularly check the control measures are in place;
- Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

As agreed at last years AGM, Solutions in Engineering were asked to prepare a site-specific Health & Safety Plan, copy attached to this Agenda. This Plan will be reviewed and approved by the committee in due course.

17 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

No general business was put forward for the agenda.

As noted in the Agenda above, a Committee must meet within one month of this AGM, therefore the newly elected Committee will hold a meeting at the conclusion of the AGM.

SIGNED FOR AND ON BEHALF OF BODY CORPORATE 413545 COMMITTEE / CHAIRPERSON:

Director/Body Corporate Manager

17 March 2026

Date

Please Note: If you require any information or background relating to this agenda or any other Body Corporate matter, you may Google Unit Titles Act 2010 or Unit Titles Regulations 2011.

Please contact Quay Property Management Limited on 07 578 9182 or meetings@quayproperty.co.nz if you have any questions about this notice.

Attending the Meeting or Voting by Proxy
You should bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed postal or proxy form and return it to our office.

A proxy given to a caretaker, on-site residential manager or Body Corporate Manager is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on, the proxy.

Voting at the Meeting
You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company/trust nominee in person or by the company's proxy.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a resolution for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- all contribution levied by the Body Corporate that are payable at the date of his notice including any monies outstanding on a payment plan; and
- any other money that is recoverable by the Body Corporate from you at the date of this notice If you are an owner, your vote does not count if a vote is cast on the same resolution by:
- the mortgagee shown on the strata roll for your lot;
- the covenant charge shown on the strata roll for your lot; or
- in the case of multiple mortgagees or covenant chargees - the priority mortgagee or chargee shown on the strata roll for your lot and if you have received at least two days' notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Resolutions
For voting purposes:
- an ordinary resolution is passed if the majority of votes are cast in favour of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it a unanimous resolution is passed if no vote is cast against it.

Quorum
For a valid meeting 25% of owners who are financial must be present either in person or by proxy.
Note that the minimum number for a valid meeting is two persons who are financial.

Election of Owners Committee
The Owners Committee is chosen by:

- calling for nomination
- determining the number of members of the owners committee; and
- conducting a ballot for the election of member if the nomination exceed the available position.

Auditor
The Body Corporate must consider if they wish to appoint an auditor or have the financial statements independently reviewed by an accountant.

Long Term Maintenance Plan
All Body Corporate's must prepare a 10 year Long Term Maintenance Plan and update it every 3 years. Large Body Corporate's must prepare a 30 year Long Term Maintenance Plan, though for years 11-30 lesser detail is required.

ANNUAL GENERAL MEETING MINUTES

BODY CORPORATE NO: 413545
Quayside BC413545
Quayside Apartments, 11 George Street, Whakatane

SCHEDULED MEETING PLACE, DATE & TIME
Quayside Apartments, 11 George Street, Whakatane
Tuesday 25 Mach 2025 at 3.00 pm

BODY CORPORATE / COMMITTEE CHAIRPERSON: DAIMEN JONES

MEETING CHAIRPERSON: DAVID SHEA

AGENDA ITEMS

1 QUORUM

PRESENT
Clive Wickham, Daimen & Rebecca Jones, Joe Bocker, Stan & Ronnie Anderson, Michael Price, Meagan Haddock, Collin Latham, Hazel & Ollie Lawrence, Wendy & Roger Angell, Anna Heath, Bronwen McPherson, Wendy Waller, Trish Owen, David Price, Christine Wilkins, Graham & Anne Wilson, and David Shea (Body Corporate Administrator).
Via Zoom: Simon Woolley and Peter Collette

APOLOGIES
Meg Booker, Matthew & Lisa Preston, Vaughn Hobbs, Graeme Ennis, Nicole Domett, Maureen Gibbs and Maurice & Rosetta Griffin.

POSTAL VOTES
Mathew & Lisa Preston.

PROXY APPOINTMENTS
Vaughn Hobbs → Daimen Jones; Graeme Ennis → Daimen Jones; Maureen Gibbs → Daimen Jones

2 PREVIOUS MINUTES

Ordinary Motion
That the minutes of the last annual general meeting of the Body Corporate held on 26 March 2024 were confirmed as a true record of the proceedings of that meeting.
PASSED

3 MATTERS ARISING

Nil

4 QUAY PROPERTY MANAGEMENT LIMITED - SERVICE AGREEMENT

Note: *The Chairperson and Committee have various duties under the Unit Titles Act 2010 and associated regulations and operational rules. The appointment of a Body Corporate Manager is desirable in order to assist the Body Corporate, it's the Chairperson and Committee to comply with their responsibilities and ensure the proper management, administration and record keeping of the Body Corporate.*

Ordinary Motion
That the Body Corporate renew the appointment of Quay Property Management Limited, as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.
PASSED

5 ELECTION OF CHAIRPERSON

Ordinary Motion
That Daimen Jones be elected as chairperson of the body corporate and body corporate committee and serve such until the earlier of the next AGM or their resignation.
PASSED

6 ELECTION OF COMMITTEE

Ordinary Motion

That there being the same or fewer nominations than vacancies, the below nominees were elected to the Committee.

- Daimen Jones Unit 107
- Simon Woolley Unit 204
- Mike Price Unit 205
- Graeme Ennis Unit 209
- Brendon Butt Unit 208
- Chrstine Wilkins Unit 303
- Peter Collett Unit 311

PASSED

Delegation of Powers Special Motion

That the Body Corporate resolves by special Motion to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.
PASSED

Special Motion

That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.
PASSED

Ordinary Motion

That the committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.
PASSED

7 LONG-TERM MAINTENANCE PLAN

An updated 30-year Long-Term Maintenance Plan was reviewed in September 2024 (copy attached to the Agenda) and has been reviewed by the committee and now needs to be approved by the body corporate. Now that the plan covers a mandatory 30-year period, costs appearing in the plan will be higher than in the earlier ten- or 15-year plans. This is due to items appearing on a 30-year plan that don't come into a 10- or 15-year plan. Accordingly, the amount set out for annual contributions to a Long-Term Maintenance Fund must increase.

It appears that this new requirement simply reflects the need for buildings to consider longer term maintenance to extend the life of buildings in order to retain good presentation for the value.

The Chair summarized the new requirement for a 30-year plan under the Act.

Simon Wooley reminded all that at last years AGM it had been agreed to incorporate items that have previously not been allowed for in order to eliminate the need to collect special levies at the time a significant future cost is incurred.

There was discussion on the plan:

- Does the seven-year contract include repairs to the car park?
  As it stands, this is included in the Programmed proposal. It is intended that this resolve leaks into the car park (seal joints). David Shea expanded on the seven-year maintenance proposal from Programmed Maintenance, giving comfort to the Body Corporate in that the building is inspected and washed down annually with any paint maintenance undertaken. This maintains the paintwork and is another tier of monitoring any other maintenance issues.

- What about work not being done in a particular year?
  The plan is reviewed at least three yearly and the cashflow amended to reflect any changes to the timing of work which should only be undertaken when necessary, rather than the estimated timing on the plan - it is a living document.

- It was agreed it makes sense to more regularly review if required.

- Rebecca suggested Programmed is a big firm and well able to source contractors to carry out maintenance which has on occasion proven difficult in the past.

- It was agreed to hold over any deferred costs for works not completed in any given year.

- Given this year's big increase – will subsequent years have further big increases? It was confirmed that this year brings the annual contributions up to a level that is now smoothed out over subsequent years so there should not be big increases going forward.

- There was discussion on how the $141,00.00 additional levy this year matches the $168,000 provision in the long-term maintenance plan. This is the difference between the total of the annual budget for running the building and the long-term maintenance fund contribution less the same budgeted amount last year as per the following:

	Year starting 01/11/24	Year starting 01/11/23
General - Admin	291,036	287,155
General - LTMF	168,600	50,000
Residential - Admin	45,460	44,780
Sub-total: GST-exclusive budget	505,096	381,935
GST @ 15%	75,764	57,290
Total budget in GST	580,860	439,226

NB: The difference between $580,860.00 and $439,226.00 is ***$141,634.00****.*

- How are levies set? David Shea explained that levies are collected as per each owner's utility interest that appears on the Body Corporates Unit Plan. This is essentially each owner's share of their ownership of the building set by a Valuer at the commencement of the Body Corporate. The retail shops are excluded from some budget items given they don't own a share of the likes of lifts, hallways, recreational facilities and stairwells that relate to apartments only.

- It was suggested that in order for attendees to follow discussion arising from agenda items, that the agenda pages be numbered in order to locate relevant pages during discussion. Quay Property Management Limited are to implement this going forward.

Ordinary Motion
That the Long-Term Maintenance Plan produced by Solutions in Engineering and reviewed by the Committee, is accepted.
PASSED

8 PREVIOUS FINANCIALS

Ordinary Motion
That the financial accounts for the previous financial year be approved and adopted. Quay Property Management Limited, under the terms of its agreement of services as Body Corporate Manager is responsible for the preparation of basic financial accounts. The provision of these accounts is on the basis that Quay Body Corporate Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or the accounts be audited, this will be at the cost of the Body Corporate.
PASSED

Ordinary Motion
That the financial accounts for the year end 31 October 2024 be approved and adopted without the requirement of review or specific verification under section 132(2) of the Act.
PASSED

Ordinary Motion
That the Body Corporate offset the previous year deficit against retained earnings (revenue reserve)
PASSED

9 INDEPENDENT REVIEW OF FINANCIAL STATEMENT

Special Motion
That by special Motion the Body Corporate agrees not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.
PASSED

10 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing in the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

11 LONG-TERM MAINTENANCE FUND (SINKING) INVESTMENTS

Ordinary Motion

That the body corporate agrees to transfer a sum to be agreed upon from the Long-Term Maintenance Fund or retained earnings to an interest-bearing investment account, such amount to be determined by the Committee.
PASSED

An annual tax return will be required for any interest earned and return charges will apply. The amount collected for the Long-Term Maintenance Fund in the current financial year is held in a non-interest-bearing account until the current financial year is completed.

12 ANNUAL BUDGET

The proposed budget was based on last years actual figures noting that any other costs that out of necessity are incurred during the current period, the body corporate has the benefit of retained earnings to draw on if absolutely required.
The proposed budget was made up of $291,035.70 plus GST for the operative fund and $168,600.00 plus GST for the Long-Term Maintenance Fund contribution. This contribution was set out in the Long-Term Maintenance Plan as discussed earlier in this meeting.

It was noted that at the last committee meeting it had been agreed to include the cost of door holdbacks to the common area doors in order to comply with the code. These doors must not be left open for fire safety/egress reasons. If they are left closed, they are difficult for some to open and are being damaged when bringing items through. Door holdbacks are integrated with the fire system which means the doors can remain open (with the holdbacks) and only release if an activation occurs when the doors are automatically able to close. It was agreed that this is necessary and that this cost be paid from revenue reserve if necessary, rather than adding to this year's budget.

Ordinary Motion

That the Body Corporate approve and adopt the proposed annual budget in the amount of $505,096 plus GST (including the residential budget of $45,460) for the year stated and that the Body Corporate raise levies in accordance with a unit owner's utility interest.
PASSED

Ordinary Motion

That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.
PASSED

Ordinary Motion

That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the Body Corporate Committee for approval for unexpected expenses outside of the budget.
PASSED

13 LEVY COLLECTION

Ordinary Motion

That the Body Corporate raise levies in accordance with the approved budget and agreed above, with levy payments due on 1 November 2024 and 1 May 2025.
PASSED

Ordinary Motion

That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.
PASSED

Ordinary Motion

That the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue (including charging interest to those on payment plans) together with any administrative and legal costs the Body Corporate may incur in recovering due debts.
PASSED

***Note**: Your Body Corporate is registered for GST.*

14 BODY CORPORATE RULES

The current Body Corporate Rules were attached to the Agenda. Changes to the Body Corporate Rules were submitted for consideration and the following resolution to be voted on:

Ordinary Motion

That the proposed amendments to the operational rules below, are approved and Quay Property Management Limited is instructed to lodge the amendments with Land Information New Zealand:

"SMOKING AND VAPING

An owner or occupier must not smoke or vape or permit smoking or vaping anywhere on the common property including carpark areas. Any breaches of this rule should be reported to the Building Manager."

PASSED

It was agreed to install appropriate signage throughout the building.

15 INSURANCE

There was a query on who should pay the excess for glass claims for cracked glass due to expansion/contraction? While it is unfortunate these claims are occurring, it was confirmed that Owner of the unit is to pay any excess given the windows/doors are within the unit boundary and owned by the unit Owner.

Ordinary Motion

That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.

PASSED

Ordinary Motion

That the Body Corporate remains with the existing broker and that insurance is renewed as per the brokers recommendation.

PASSED

Ordinary Motion

That the Body Corporate is authorized to secure Office Bearers Liability Insurance with a cover of $1,00,000.00.

PASSED

Ordinary Motion

That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess

PASSED

Material Facts - Disclosure:

You must disclose all information that may be relevant to the Insurer's decision to insure. This includes but is not limited to such things as:

- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

If you are unsure whether a circumstance needs to be disclosed, please contact your broker for advice. If in doubt - disclose.

16 GENERAL MAINTENANCE

The Committee will arrange for general maintenance as required.

17 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

- Identify hazards;
- Eliminate or minimise any hazards and where appropriate put controls in place and;
- Regularly check the control measures are in place;
  - Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

As agreed at a committee meeting held 30 January 2025, a site-specific Health & Safety Plan has been requested from Solutions in Engineering. Once completed, it will be reviewed and approved by the committee.

18 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was discussed:

(a) There was discussion on the purchase of a rowing machine for the gym as per the following resolution proposed by the Owner of PU201. It was agreed this is a good idea and that the cost to be paid from revenue reserve. The managers are to obtain prices.

Ordinary Motion
That the body corporate purchase a rowing machine for the gym paid for out of revenue reserve.
PASSED

(b) The Owner of PU212 raised the matter of children over 12 in the pool/recreational area not being supervised. It was agreed that even when supervised, this is an issue. Rebecca said she had dealt with parents in situations like this and some parents just appear not to take care when supervising children anyway. It was suggested and agreed that twelve years old is too young and for safety reasons this should be raised to fourteen years old.

Moved: That the Body Corporate Rule 6.3 be amended to increase the age to 14 years old and signage be installed clearly stating this (all recreational facilities).

Bronwen McPherson/Rebecca Jones
Carried

CLOSURE

The meeting closed at 4.32 pm.

QUAYSIDE BODY CORPORATE 413545

FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2025

All amounts shown are GST Exclusive except for Accounts Receivable and Accounts Payable.

Quay Property Management Limited under the terms of its engagement as Administrator to the Body Corporate is responsible for the preparation of basic financial accounts. Provision of these accounts is on the basis that Quay Property Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or that the accounts be audited, this will be at the cost of the Body Corporate.

Quay Property

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Statement of Financial Performance for the financial year to 31/10/2025

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

	Current period 01/11/2024-31/10/2025	Annual budget 01/11/2024-31/10/2025	Variance ($)
Revenue			
Income Tax Refund	205.18	0.00	205.18
Insurance Claims	3,713.96	0.00	3,713.96
Interest--Bank	16,571.13	4,000.00	12,571.13
Interest--GST	6.98	0.00	6.98
Levies Due--Admin	336,495.70	336,495.70	0.00
Total revenue	356,992.95	340,495.70	16,497.25
Less expenses			
Admin--Accounting	2,804.50	3,000.00	(195.50)
Admin--Agent Disburst--Telephone/Fax calls	490.22	500.00	(9.78)
Admin--Bank Charges	33.26	0.00	33.26
Admin--BC Administration Fees--Standard	24,526.85	22,000.00	2,526.85
Admin--Health & Safety	3,258.91	4,480.00	(1,221.09)
Admin--Legal & Debt Collection Fees	989.63	0.00	989.63
Admin--Review of LTMP	2,328.70	2,328.70	0.00
Admin--RWT on interest-Admin	4,639.80	0.00	4,639.80
Admin--Telephone Charges--Office	720.00	800.00	(80.00)
Insurance--Claims	3,366.14	0.00	3,366.14
Insurance--Excesses	347.82	1,000.00	(652.18)
Insurance--Office Bearers Premium	1,600.00	1,840.00	(240.00)
Insurance--Premiums	101,243.03	99,787.00	1,456.03
Insurance--Valuation	2,600.00	2,600.00	0.00
Maint Bldg--Asset Purchases	0.00	3,700.00	(3,700.00)
Maint Bldg--Car Park	2,346.81	2,000.00	346.81
Maint Bldg--Cleaning	31,907.46	31,400.00	507.46
Maint Bldg--Cleaning--Windows/Glass	0.00	9,000.00	(9,000.00)
Maint Bldg--Compliance	3,458.13	1,500.00	1,958.13
Maint Bldg--Doors & Windows	0.00	3,000.00	(3,000.00)
Maint Bldg--Electrical	3,151.11	2,500.00	651.11
Maint Bldg--Fire Protection	9,258.50	10,000.00	(741.50)
Maint Bldg--General Repairs	13,741.71	5,100.00	8,641.71
Maint Bldg--Gym Equipment	0.00	2,500.00	(2,500.00)
Maint Bldg--Lift--Maintenance Contract	13,604.90	12,000.00	1,604.90
Maint Bldg--Lift--Telephone	271.00	700.00	(429.00)
Maint Grounds--Pool Cleaning	4,434.98	5,000.00	(565.02)
Maint Grounds--Pool Repairs	695.65	260.00	435.65
Staff--Contract Building Manager	60,903.82	58,000.00	2,903.82

Administrative Fund

	Current period	Annual budget	Variance
	01/11/2024-31/10/2025	01/11/2024-31/10/2025	($)
Utility--Electricity	14,751.09	12,500.00	2,251.09
Utility--Rubbish Removal	18,824.40	20,000.00	(1,175.60)
Utility--Water Rates	29,501.54	23,000.00	6,501.54
Total expenses	355,799.96	340,495.70	15,304.26
Surplus/Deficit	1,192.99	0.00	1,192.99
Opening balance	175,792.65	175,792.65	0.00
Closing balance	$176,985.64	$175,792.65	$1,192.99

LTMF Fund

	Current period 01/11/2024-31/10/2025	Annual budget 01/11/2024-31/10/2025	Variance ($)
Revenue			
Levies Due--LTMF	168,599.96	168,600.00	(0.04)
Total revenue	168,599.96	168,600.00	(0.04)
Less expenses			
Total expenses	0.00	0.00	0.00
Surplus/Deficit	168,599.96	168,600.00	(0.04)
Opening balance	317,699.50	317,699.50	0.00
Closing balance	$486,299.46	$486,299.50	-$0.04

Quay Property

Level 5 Harrington House
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Tauranga 3140

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Statement of Financial Position
As at 31/10/2025

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	1,192.99
Owners Equity--Admin	175,792.65
	176,985.64
LTMF Fund	
Operating Surplus/Deficit--LTMF	168,599.96
Owners Equity--LTMF	317,699.50
	486,299.46
Net owners' funds	$663,285.10
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Operational	216,535.16
Investments--Admin	65,759.67
Receivable--Levies--Admin	0.66
	282,295.49
LTMF Fund	
Cash at Bank--LTMF	539,278.40
	539,278.40
Unallocated Money	
	0.00
Total assets	821,573.89
Less liabilities	
Administrative Fund	
Accrued Expenses--Admin	6,710.95
Creditor--GST--Admin	(3,586.26)
Creditors--Other--Admin	1,602.12
Prepaid Levies--Admin	100,583.04
	105,309.85
LTMF Fund	
Creditor--GST--LTMF	2,015.19
Prepaid Levies--LTMF	50,963.75
	52,978.94
Unallocated Money	
	0.00
Total liabilities	158,288.79
Net assets	$663,285.10

Quay Property

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Proposed Budget
to apply from 01/11/2025

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

General

Administrative Fund

	Proposed budget	Actual 01/11/2024-31/10/2025	Previous budget
Revenue			
Income Tax Refund	0.00	205.18	0.00
Insurance Claims	0.00	3,713.96	0.00
Interest--Bank	4,000.00	16,571.13	4,000.00
Interest--GST	0.00	6.98	0.00
Levies Due--Admin	321,469.07	291,035.66	291,035.70
Total revenue	325,469.07	311,532.91	295,035.70
Less expenses			
Admin--Accounting	3,000.00	2,804.50	3,000.00
Admin--Agent Disburst--Telephone/Fax calls	500.00	490.22	500.00
Admin--Bank Charges	0.00	33.26	0.00
Admin--BC Administration Fees--Standard	24,073.94	24,526.85	22,000.00
Admin--Health & Safety	6,480.00	3,258.91	4,480.00
Admin--Legal & Debt Collection Fees	0.00	989.63	0.00
Admin--Review of LTMP	0.00	2,328.70	2,328.70
Admin--RWT on interest-Admin	0.00	4,639.80	0.00
Admin--Telephone Charges--Office	800.00	720.00	800.00
Insurance--Claims	0.00	3,366.14	0.00
Insurance--Excesses	1,000.00	347.82	1,000.00
Insurance--Office Bearers Premium	1,605.00	1,600.00	1,840.00
Insurance--Premiums	93,497.13	101,243.03	99,787.00
Insurance--Valuation	2,545.00	2,600.00	2,600.00
Maint Bldg--Asset Purchases	3,700.00	0.00	3,700.00
Maint Bldg--Car Park	2,000.00	2,346.81	2,000.00
Maint Bldg--Cleaning	6,400.00	6,381.49	6,400.00
Maint Bldg--Cleaning--Windows/Glass	9,000.00	0.00	9,000.00
Maint Bldg--Compliance	3,500.00	3,458.13	1,500.00
Maint Bldg--Deck	2,768.00	0.00	0.00
Maint Bldg--Doors & Windows	3,000.00	0.00	3,000.00
Maint Bldg--Electrical	4,000.00	3,151.11	2,500.00
Maint Bldg--Fire Protection	16,500.00	9,258.50	10,000.00
Maint Bldg--General Repairs	5,100.00	13,741.71	5,100.00
Maint Bldg--Plumbing & Drainage	9,000.00	0.00	0.00
Staff--Contract Building Manager	62,000.00	60,903.82	58,000.00
Utility--Electricity	15,000.00	14,751.09	12,500.00
Utility--Rubbish Removal	20,000.00	18,824.40	20,000.00
Utility--Water Rates	30,000.00	29,501.54	23,000.00

Total expenses	325,469.07	311,267.46	295,035.70
Surplus/Deficit	0.00	265.45	0.00
Opening balance	157,270.13	157,004.68	157,004.68
Closing balance	$157,270.13	$157,270.13	$157,004.68
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$3.70		$3.35
Budgeted standard levy revenue	321,469.07		291,035.70
Add GST	48,220.36		43,655.36
Amount to raise in levies including GST	$369,689.43		$334,691.06

Budget notes

Spending plans for year to 31/10/26 are in the budget as set out below.

	LTMF	Admin	Total
Deck drainage & repairs	732	2,768	3,500
Fire doors	8,000	6,500	14,500
Plumbing (backflow preventor)*		8,000	8,000
Total	8,732	17,268	26,000

*Admin budget is $9,000 for plumbing to allow for addtional general plumbing expenses.

Fire Doors - $8,000 is planned to come from the LTMP Contingency allowance. The $14.5k is comprised from $12k for the fire doors, $1.5k for the engineers report and $1k for the council permit.

General

LTMF Fund

	Proposed budget	Actual 01/11/2024-31/10/2025	Previous budget
Revenue			
Levies Due--LTMF	175,344.00	168,599.96	168,600.00
Total revenue	175,344.00	168,599.96	168,600.00
Surplus/Deficit	175,344.00	168,599.96	168,600.00
Opening balance	486,299.46	317,699.50	317,699.50
Closing balance	$661,643.46	$486,299.46	$486,299.50
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$2.02		$1.94
Budgeted standard levy revenue	175,344.00		168,600.00
Add GST	26,301.60		25,290.00
Amount to raise in levies including GST	$201,645.60		$193,890.00

$175,344 is the LTMP recommended contribution.

Residential Units

Administrative Fund

	Proposed budget	Actual 01/11/2024-31/10/2025	Previous budget
Revenue			
Levies Due--Admin	51,560.00	45,460.04	45,460.00
Total revenue	51,560.00	45,460.04	45,460.00
Less expenses			
Maint Bldg--Carpet	2,500.00	0.00	0.00
Maint Bldg--Cleaning	26,000.00	25,525.97	25,000.00
Maint Bldg--Gym Equipment	2,500.00	0.00	2,500.00
Maint Bldg--Lift--Maintenance Contract	14,000.00	13,604.90	12,000.00
Maint Bldg--Lift--Telephone	700.00	271.00	700.00
Maint Grounds--Pool Cleaning	5,600.00	4,434.98	5,000.00
Maint Grounds--Pool Repairs	260.00	695.65	260.00
Total expenses	51,560.00	44,532.50	45,460.00
Surplus/Deficit	0.00	927.54	0.00
Opening balance	5,288.75	4,361.21	4,361.21
Closing balance	$5,288.75	$5,288.75	$4,361.21
Total units of entitlement	100		100
Levy contribution per unit entitlement	$592.94		$522.79
Budgeted standard levy revenue	51,560.00		45,460.00
Add GST	7,734.00		6,819.00
Amount to raise in levies including GST	$59,294.00		$52,279.00

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QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Proposed Levy Schedule to apply from 01/11/2025

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Quayside BC 413545

Annual levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

		General levies				Residential Units levies			Total: General + Residential
Lot	Unit	Unit Entitlement	Admin	LTMF	Annual Total	Unit	Unit Entitlement	Annual Total (100% Admin)	Grand Total - Fully levy
R1	11	1030.00	3,807.80	2,076.95	5,884.74			0	5,884.74
R2	10	485.00	1,792.99	977.98	2,770.98			0	2,770.98
R3	9	485.00	1,792.99	977.98	2,770.98			0	2,770.98
R4	8	1208.00	4,465.85	2,435.88	6,901.72			0	6,901.72
R5	7	555.00	2,051.78	1,119.13	3,170.92			0	3,170.92
R6	6	534.00	1,974.14	1,076.79	3,050.92			0	3,050.92
R7	5	831.00	3,072.12	1,675.67	4,747.80			0	4,747.80
R8	4	1467.00	5,423.34	2,958.14	8,381.48			0	8,381.48
R9	3	976.00	3,608.17	1,968.06	5,576.22			0	5,576.22
R10	2	1034.00	3,822.59	2,085.02	5,907.60			0	5,907.60
R11	1	2268.00	8,384.56	4,573.32	12,957.88			0	12,957.88
R12	12	995.00	3,678.41	2,006.37	5,684.78			0	5,684.78
101	201	2737.00	10,118.40	5,519.04	15,637.44	201	3.11	1,844.04	17,481.48
102	202	1661.00	6,140.54	3,349.33	9,489.88	202	1.89	1,120.66	10,610.54
103	203	1731.00	6,399.32	3,490.49	9,889.80	203	1.96	1,162.16	11,051.96
104	204	1731.00	6,399.32	3,490.49	9,889.80	204	1.96	1,162.16	11,051.96
105	205	1731.00	6,399.32	3,490.49	9,889.80	205	1.96	1,162.16	11,051.96
106	206	1731.00	6,399.32	3,490.49	9,889.80	206	1.96	1,162.16	11,051.96
107	207	1788.00	6,610.05	3,605.42	10,215.46	207	2.03	1,203.66	11,419.12
108	208	1715.00	6,340.17	3,458.22	9,798.40	208	1.95	1,156.24	10,954.64
109	209	1715.00	6,340.17	3,458.22	9,798.40	209	1.95	1,156.24	10,954.64
110	210	2144.00	7,926.14	4,323.28	12,249.42	210	2.43	1,440.84	13,690.26
111	211	1771.00	6,547.20	3,571.14	10,118.34	211	2.01	1,191.80	11,310.14
112	212	1809.00	6,687.68	3,647.77	10,335.44	212	2.05	1,215.52	11,550.96
113	213	1809.00	6,687.68	3,647.77	10,335.44	213	2.05	1,215.52	11,550.96
114	214	1809.00	6,687.68	3,647.77	10,335.44	214	2.05	1,215.52	11,550.96
115	215	1809.00	6,687.68	3,647.77	10,335.44	215	2.05	1,215.52	11,550.96
116	216	2244.00	8,295.83	4,524.93	12,820.76	216	2.55	1,512.00	14,332.76
201	301	2787.00	10,303.24	5,619.86	15,923.10	301	3.16	1,873.70	17,796.80
202	302	1709.00	6,317.99	3,446.12	9,764.12	302	1.94	1,150.30	10,914.42
203	303	1733.00	6,406.72	3,494.52	9,901.24	303	1.97	1,168.10	11,069.34
204	304	1733.00	6,406.72	3,494.52	9,901.24	304	1.97	1,168.10	11,069.34
205	305	1765.00	6,525.02	3,559.04	10,084.06	305	2.00	1,185.88	11,269.94
206	306	1765.00	6,525.02	3,559.04	10,084.06	306	2.00	1,185.88	11,269.94
207	307	1733.00	6,406.72	3,494.52	9,901.24	307	1.97	1,168.10	11,069.34
208	308	1733.00	6,406.72	3,494.52	9,901.24	308	1.97	1,168.10	11,069.34
209	309	1765.00	6,525.02	3,559.04	10,084.06	309	2.00	1,185.88	11,269.94
210	310	2204.00	8,147.96	4,444.27	12,592.22	310	2.50	1,482.36	14,074.58
211	311	1811.00	6,695.08	3,651.80	10,346.88	311	2.05	1,215.52	11,562.40
212	312	1851.00	6,842.95	3,732.46	10,575.42	312	2.10	1,245.18	11,820.60
213	313	1851.00	6,842.95	3,732.46	10,575.42	313	2.10	1,245.18	11,820.60
214	314	1851.00	6,842.95	3,732.46	10,575.42	314	2.10	1,245.18	11,820.60

Quay Property

Level 5 Harrington House
Cnr Harington St and Willow St
P.O. Box 256
Tauranga 3140

07 578 9182
www.quayproperty.co.nz

Proposed Levy Schedule to apply from 01/11/2025

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Quayside BC 413545

		General levies				Residential Units levies			Total: General + Residential

Annual levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin	LTMF	Annual Total	Unit	Unit Entitlement	Annual Total (100% Admin)	Grand Total - Fully levy
215	315	1851.00	6,842.95	3,732.46	10,575.42	315	2.10	1,245.18	11,820.60
216	316	2304.00	8,517.64	4,645.91	13,163.56	316	2.61	1,547.58	14,711.14
301	401	3657.00	13,519.54	7,374.18	20,893.72	401	4.15	2,460.70	23,354.42
302	402	2202.00	8,140.56	4,440.24	12,580.80	402	2.50	1,482.36	14,063.16
303	403	2252.00	8,325.41	4,541.06	12,866.46	403	2.56	1,517.92	14,384.38
304	404	2252.00	8,325.41	4,541.06	12,866.46	404	2.56	1,517.92	14,384.38
305	405	3078.00	11,379.04	6,206.65	17,585.70	405	3.49	2,069.36	19,655.06
306	406	2252.00	8,325.41	4,541.06	12,866.46	406	2.56	1,517.92	14,384.38
307	407	2652.00	9,804.16	5,347.64	15,151.80	407	3.01	1,784.74	16,936.54
308	408	2469.00	9,127.63	4,978.63	14,106.28	408	2.80	1,660.24	15,766.52
309	409	2494.00	9,220.05	5,029.04	14,249.10	409	2.83	1,678.02	15,927.12
310	410	1693.00	6,258.84	3,413.86	9,672.70	410	1.92	1,138.44	10,811.14
311	411	2750.00	10,166.46	5,545.25	15,711.72	411	3.12	1,849.98	17,561.70
		100,000.00	**$369,689.43**	**$201,645.60**	**$571,334.98**		**100.00**	**$59,294.02**	**630,629.00**

Proposed budget for year commencing 01/11/2025

	Budget	Plus GST	Total
Admin - General fund	321,469.07	48,220.36	369,689.43
LTMF - General fund	175,344.00	26,301.60	201,645.60
Admin - Residential Units	51,560.00	7,734.00	59,294.00
	548,373.07	**82,255.96**	**630,629.03**

NB: $0.03 rounding adjustment.

Client Name:	Quayside - Operating	**Group Name:**	QUAY PROPERTY MANAGMENT LIMITED
Client Known As:	Quayside - Operating	**Group Account:**	12-3476-0033995-37
Client Account:	12-3476-0066674-37		
Client Reference:	Quayside - Operating		
Account type	Sundry		
Opening Date:	15 Apr 2024		

Date	Transaction	Withdrawal	Deposit	Balance
31 Oct 2025	**Opening Balance**			**$695,162.59**
31 Oct 2025	S Simpson Lot 210 Ref 1251		$6,422.06	$701,584.65
31 Oct 2025	Potter 1220		$2,289.38	$703,874.03
31 Oct 2025	Lot204 1245		$5,103.15	$708,977.18
31 Oct 2025	413545 Metekingi Tu Apt 215 315		$5,437.85	$714,415.03
31 Oct 2025	BC Levy 1224		$5,951.68	$720,366.71
31 Oct 2025	Lot R9 unit 3 413545		$2,658.92	$723,025.63
31 Oct 2025	M W Rainey F Lot R4 1217		$3,250.20	$726,275.83
31 Oct 2025	Waller/214 ref 1255 ref 1255		$5,437.85	$731,713.68
31 Oct 2025	Levy Lawrence 1252		$5,322.84	$737,036.52
31 Oct 2025	ref 1227 1227		$4,898.74	$741,935.26
31 Oct 2025	Quay Propert DE PAYMENT 000178	$5,378.92		$736,556.34
31 Oct 2025	Quay Propert DE PAYMENT 000179	$46.00		$736,510.34
31 Oct 2025	TR&CG Grant 413545 1262		$8,928.30	$745,438.64
31 Oct 2025	M & L Price Lot 205 /305 1246		$2,000.00	$747,438.64
31 Oct 2025	1244		$2,500.00	$749,938.64
31 Oct 2025	body corp204 413545 whelan 1229		$5,095.43	$755,034.07
31 Oct 2025	Interest		$1,082.62	$756,116.69
31 Oct 2025	Tax @ 28.00%	$303.13		$755,813.56
31 Oct 2025	**Closing Balance**			**$755,813.56**

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

ASB

Client Name: Quayside BC
Client Known As: Quayside BC
Client Account: 12-3476-0066252-37
Client Reference: BC413545

Group Name: QUAY PROPERTY MANAGMENT LIMITED
Group Account: 12-3476-0033995-37

Account type Sundry
Opening Date: 02 Apr 2024

Date	Transaction	Withdrawal	Deposit	Balance
01 Nov 2024	**Opening Balance**			**$64,502.58**
29 Nov 2024	Interest		$192.18	$64,694.76
29 Nov 2024	Tax @ 28.00%	$53.81		$64,640.95
31 Dec 2024	Interest		$185.07	$64,826.02
31 Dec 2024	Tax @ 28.00%	$51.81		$64,774.21
31 Jan 2025	Interest		$178.80	$64,953.01
31 Jan 2025	Tax @ 28.00%	$50.06		$64,902.95
28 Feb 2025	Interest		$161.81	$65,064.76
28 Feb 2025	Tax @ 28.00%	$45.30		$65,019.46
31 Mar 2025	Interest		$151.86	$65,171.32
31 Mar 2025	Tax @ 28.00%	$42.52		$65,128.80
30 Apr 2025	Interest		$147.21	$65,276.01
30 Apr 2025	Tax @ 28.00%	$41.21		$65,234.80
30 May 2025	Interest		$134.04	$65,368.84
30 May 2025	Tax @ 28.00%	$37.53		$65,331.31
30 Jun 2025	Interest		$125.29	$65,456.60
30 Jun 2025	Tax @ 28.00%	$35.08		$65,421.52
31 Jul 2025	Interest		$125.02	$65,546.54
31 Jul 2025	Tax @ 28.00%	$35.00		$65,511.54
29 Aug 2025	Interest		$117.11	$65,628.65
29 Aug 2025	Tax @ 28.00%	$32.79		$65,595.86
30 Sep 2025	Interest		$115.92	$65,711.78
30 Sep 2025	Tax @ 28.00%	$32.45		$65,679.33
31 Oct 2025	Interest		$111.57	$65,790.90
31 Oct 2025	Tax @ 28.00%	$31.23		$65,759.67
31 Oct 2025	**Closing Balance**			**$65,759.67**

Client Statement *Date Generated: 06 Jan 2026 09:11:15*

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Client Name:	Quayside BC	**Group Name:**	QUAY PROPERTY MANAGMENT LIMITED
Client Known As:	Quayside BC	**Group Account:**	12-3476-0033995-37
Client Account:	12-3476-0066252-37		
Client Reference:	BC413545		
Account type	Sundry		
Opening Date:	02 Apr 2024		

Date	Transaction	Withdrawal	Deposit	Balance
31 Oct 2025	**Opening Balance**			**$65,679.33**
31 Oct 2025	Interest		$111.57	$65,790.90
31 Oct 2025	Tax @ 28.00%	$31.23		$65,759.67
31 Oct 2025	**Closing Balance**			**$65,759.67**

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

Safety Report

QUAYSIDE APARTMENTS

WHAKATANE NZ 3158

UNIT PLAN 413545

Report details	
Inspection date:	10 June 2025
Inspector:	Jared Fisher
Weather conditions at time of Inspection:	Fine
Report Expiry Date:	10 June 2026

Executive Summary

This report presents findings and recommendations for the Safety Report undertaken at 11 George Street, Whakatane. The principal aim was to assist the property owners in identifying hazards that could be significant risk issues within the common property areas inspected at the time of inspection.

The owner of the property has obligations and duties as 'Persons Conducting a Business or Undertaking' (PCBU). As well as statutory laws around 'Duty of Care' where the onus is on all persons to ensure that all areas where a person may enter or egress an area from, or commence working on, is safe to do so.

This review has been designed to indicate risk improvement and to identify priority issues that require immediate risk control solutions.

During the inspection we identified the following number of items that need addressing, the details of which can be found in this report:

RISK RATING	# HAZARDS	URGENCY
Minimal	0	Consider action possibly longer term at reasonable cost and after higher priority items
Minor	1	Consider Action Immediately – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
Moderate	12	Consider Action Immediately – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
Major	0	Consider Action Immediately - access to the area should be restricted if hazard cannot be immediately mitigated.
Serious	0	Immediate Action – Restrict ALL access to Building or Area.

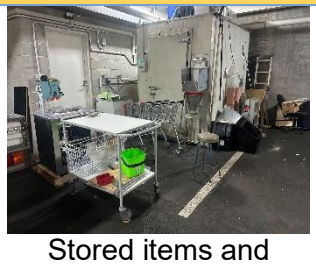
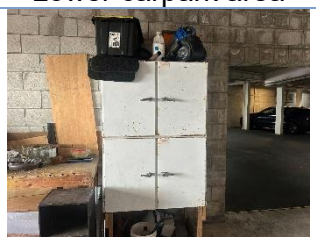
Property Information

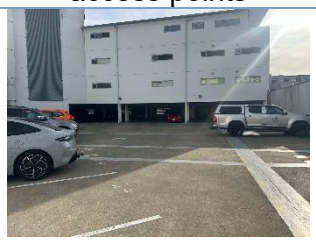
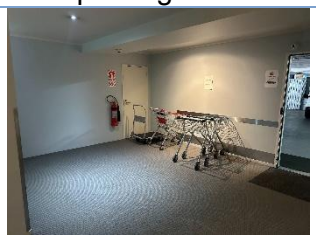
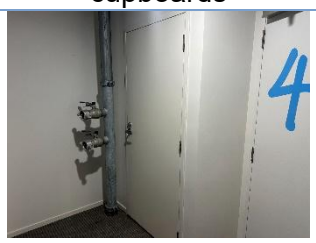
Building Name	Quayside Apartments
Address	11 George Street, Whakatane NZ 3158
Unit Plan	413545
Building Use	Mixed Use Scheme
Number of Units	55

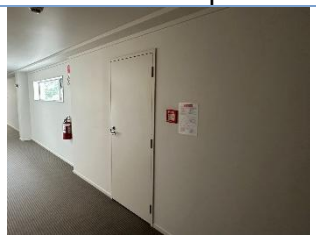
Inspection Details

Inspector	Jared Fisher
Inspection Date	10 June 2025
Site Contact	Daimen Jones

Action List

Item	Observation & Recommendation	Photo	Date actioned
Moderate hazards			
6.2	We recommend cleaning the area as soon as possible.	 Stored items and equipment – Lower carpark rear commercial unit	
2.1	We recommend that an MSDS for all chemicals stored and used onsite are kept in a plastic sleeve where the chemicals are stored as soon as possible. MSDSs can be obtained from the chemical supplier.	Storage drum – Lower carpark rear commercial unit	
16.1	We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	Storage units – Lower carpark area	
16.2	We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	 Storage and garden equipment unit - Rubbish bin storage room	

Item	Observation & Recommendation	Photo	Date actioned
20.1	We recommend installing "Shared Zone" signage indicating a 10km/h speed limit as soon as possible.	Slow Speed and Shared Zone Signage - Entry and Exit a access points	
20.2	We recommend installing "Low Clearance" signage above affected vehicle accessways as soon as possible.	 Low headroom – Upper level access to parking area	
10.2	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	 Plant access cupboards	
10.3	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	 Plant access cupboards – Stair access area on all levels	
14.1	We recommend that sauna rules are displayed at the entry to the sauna area as soon as possible.	Sauna	

Item	Observation & Recommendation	Photo	Date actioned
11.2	We recommend that you install signage that indicates the depth of the pool, near the edge of the pool, that is visible from the entry gate as soon as possible as this represents a drowning hazard.	Pool depth signage	
10.4	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	Plant access cupboards	
10.5	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	 Plant access cupboards - Level 2-4	
Minor hazards			
10.1	We recommend installing "PLANT - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	Fibre access unit at rear of lower parking area	

Report Methodology

The following tables show the criteria our inspectors use to assess the risks in your building according to the ISO 31000 standard. First, they assess the potential probability and severity of an incident. These ratings are then multiplied against each other in the Risk Matrix to provide an overall hazard rating between 1 & 25. This produces a Risk Rating used to determine how urgently to consider action.

Probability

1 Rare	So unlikely, it can be assumed occurrence may not be experienced.
2 Unlikely	Unlikely but could occur during the building's lifespan.
3 Possible	Likely to occur sometime during the building's lifespan
4 Likely	Likely to occur several times during the building's lifespan.
5 Almost Certain	Likely to occur often in building's lifespan.

Potential Severity

1 Very Low	Injury is non-existent or almost non-existent (Trivial) requiring no first aid treatment
2 Low	Small injury requiring first aid treatment or low-level medical treatment.
3 Medium	Injury requiring medical attention, possible ambulance transport, and possible hospitalisation
4 High	Significant injury requiring ambulance transport and hospitalisation.
5 Very High	One or multiple fatalities are likely.

Risk Matrix

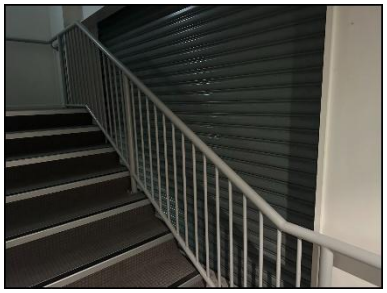
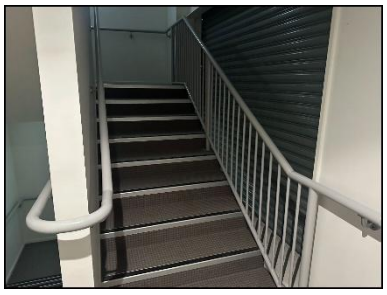
		Severity				
		1 Very Low	**2 Low**	**3 Medium**	**4 High**	**5 Very High**
Probability	**1 Rare**	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost Certain	5	10	15	20	25

Risk Rating

Score	Explanation	Suggested action period
1-2	**Minimal**	Consider action longer term at reasonable cost and after higher priority items.
3-4	**Minor**	Consider As Soon As Possible – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
5-9	**Moderate**	Consider Action As Soon As Possible – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
10-16	**Major**	Consider Action As Soon As Possible - access to the area should be restricted if hazard cannot be immediately mitigated.
20-25	**Serious**	Action As Soon As Possible – Restrict ALL access to Building or Area.

Findings Summary

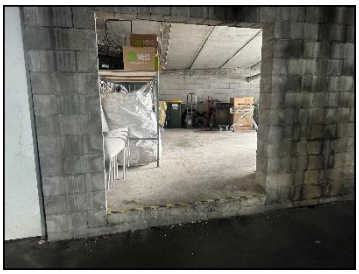
Item	Observation & Recommendation	Photo	Risk Rating
1. **BARRIERS TO PREVENT FALLS NZ**			
1.1 Barrier along upper carpark	Your Barriers, where measured, failed to meet one or more of these dimensional best practice requirements. We recommend consideration be given to upgrading or replacing the barrier to comply with current standards which is considered best practise. We assume: - the inspected barrier is the original, and - authorities approved the barrier when it was constructed; therefore, - the barrier complied with any applicable building codes when it was constructed. Since the New Zealand Building Code (NZBC) is not retroactive, no originally compliant barrier is legally obligated to be updated unless it is replaced or substantially refurbished. However, we consider complying to current standards to be best practice. Under current Building Codes, these barriers are required to meet the following dimensions: - Height from floor: =1100mm - All openings: a 100mm sphere cannot pass through Such barriers should not facilitate climbing as indicated in NZBC F4.3.4(g), NZBC Acceptable Solution F4/AS1, and MBIE Determination 2019/023. **Height of the barrier from the floor:** 1000mm **Trade:** Barrier Installer *(AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992)*	 	**Comment Only**

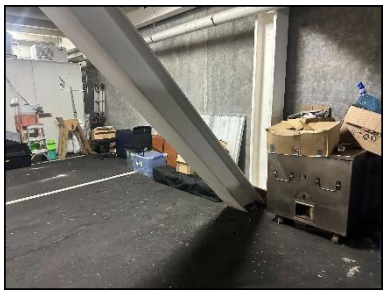
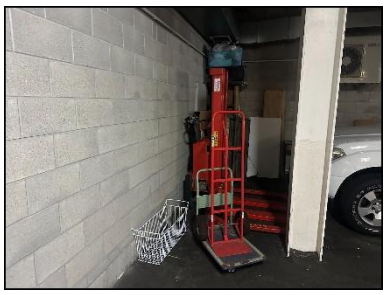
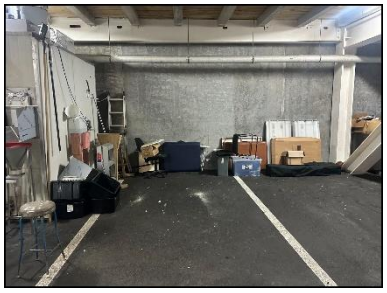
Item	Observation & Recommendation	Photo	Risk Rating
1.2 Stair access balustrades - Typical of all balustrades	Your Barriers, where measured, met these dimensional best practice standards. We assume: - the inspected barrier is the original, and - authorities approved the barrier when it was constructed; therefore, - the barrier complied with any applicable building codes when it was constructed. Since the New Zealand Building Code (NZBC) is not retroactive, no originally compliant barrier is legally obligated to be updated unless it is replaced or substantially refurbished. However, we consider complying to current standards to be best practice. Under current Building Codes, these barriers are required to meet the following dimensions: - Height from stair nosing: =900mm - Barrier element openings: a 100mm sphere cannot pass through - Barrier-nosing openings: a 150mm sphere cannot pass through Such barriers should not facilitate climbing as indicated in NZBC F4.3.4(g), NZBC Acceptable Solution F4/AS1, and MBIE Determination 2019/023. **Spacing between the elements of the barrier:** 80mm **Height of the barrier from the stair nosing line:** 920mm - 1070mm **Triangle formed by the riser, tread and bottom rail did not allow the passage of a sphere of 150mm diameter:** Yes it did not *(AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992)*	   	**Comment Only**

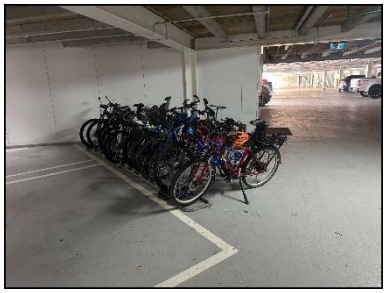
Item	Observation & Recommendation	Photo	Risk Rating
2. **CHEMICALS**			
2.1 Storage drum - Lower carpark rear commercial unit	We could not locate MSDS's (Material Data Handling Sheets) where chemicals were stored or dispensed. We recommend that an MSDS for all chemicals stored and used onsite are kept in a plastic sleeve where the chemicals are stored as soon as possible. MSDSs can be obtained from the chemical supplier. Please note: If a sufficient MSDS exists, it was not apparent to our inspector. **Trade:** Owners Corporation / Body Corporate *(Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 Part 2)*		**Moderate**

Item	Observation & Recommendation	Photo	Risk Rating
3. **ELECTRICAL**			
3.1 Switchboard Electrical Location	We note that a sign indicating the location of the main switchboard is not required at this property. Under the current national standards, the location of the main switchboard need not be marked at an entry to a building: - in a single domestic electrical installation - where the location is clearly indicated at a Fire Indicator Panel - where the location can be readily determined, e.g. where it is clearly visible from the main entrance to the electrical installation *(AS/NZ 3000:2018, section 2.10.2.4)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
4. **FENCING**			
4.1 Boundary fences and walls	We noted well-maintained fencing posing no apparent or sufficient hazard at the time of inspection. We recommend ensuring the fencing remains in good condition. *(AS/NZS ISO 31000:2009; NZBC cl F4, cl D1 ; Building Regulations 1992; Fencing Act 1978)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
5. **GAS**			
5.1 Gas meter and infinity unit - Outside commercial unit	We noted compliant and appropriately secured gas meter and infinity unit in good condition at the time of inspection. *(AS/NZS 1596:2014)*	 	**Meets Best Practice**
6. **GENERAL**			
6.1 Rubbish bin, bike and storage area	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NCBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
6.2 Stored items and equipment - Lower carpark rear commercial unit	We noted untidy surroundings that represent a tripping / personal injury hazard. We recommend cleaning the area as soon as possible. **Trade:** Owners Corporation / Body Corporate *(AS/NZS ISO 31000:2009; NCBC cl D1)*	   	**Moderate**

Item	Observation & Recommendation	Photo	Risk Rating
6.3 Rubbish chute collection trailer	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NCBC cl D1)*	 	**Meets Best Practice**
6.4 Bike storage area	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NCBC cl D1)*	 	**Meets Best Practice**

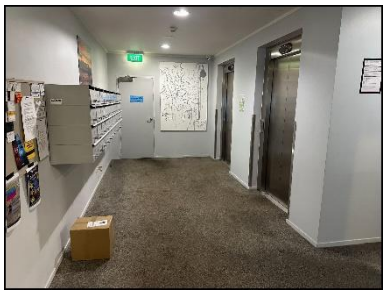
Item	Observation & Recommendation	Photo	Risk Rating
6.5 Gym, sauna and pool access area	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NCBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
6.6 Rubbish chute access rooms - Level 2-4	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NCBC cl D1)*	 	**Meets Best Practice**
7. **GYM**			
7.1 Gym signage	We noted sufficient gym rules signage on display and in good condition at the time of inspection.		**Meets Best Practice**

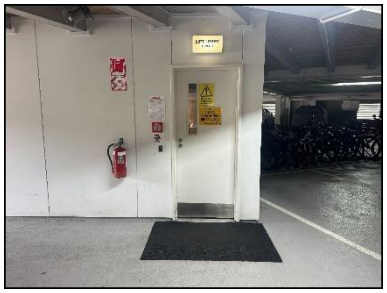
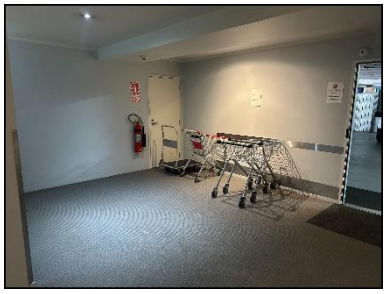
Item	Observation & Recommendation	Photo	Risk Rating
8. **LIFTS**			
8.1 Lift access - 2 lifts at the complex	The lifts were inspected for hazardous conditions that may contribute to slips or trips. No hazards were observed at the time of inspection. *(AS/NZS 3760)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
9. **PEDESTRIAN ACCESS**			
9.1 Concrete walkways - Access to commercial units	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
9.2 Concrete walkways - Access to commercial units	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
9.3 Apartment access and reception area	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	  	**Meets Best Practice**

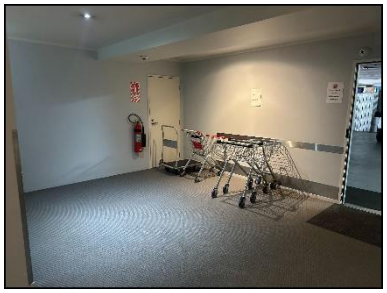
Item	Observation & Recommendation	Photo	Risk Rating
9.4 Commercial units access and hallway	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
9.5 Upper carpark entry and exit doors	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**
9.6 Carpark and Lift entry - Level 1	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
9.7 Pool walkway area	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
9.8 Lift lobby and unit access - Level 2-4	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
9.9 Hallways and unit access - Typical of all walkways on level 2-4	We noted no apparent hazardous conditions in this area at the time of inspection. *(AS/NZS ISO 31000:2009; NZBC cl D1)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
10. **PLANT ROOMS**			
10.1 Fibre access unit at rear of lower parking area	Noted there was not signage on the plant storage door to indicate that it was a restricted area, which represents a personal injury hazard. We recommend installing "PLANT - AUTHORISED PERSONNELL ONLY" signage as soon as possible. **Trade:** Handyperson *(AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017)*	 Example: 	**Minor**
10.2 Plant access cupboards	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard. We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible. **Trade:** Handyperson *(AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017)*	 Example: 	**Moderate**

Item	Observation & Recommendation	Photo	Risk Rating
10.3 Plant access cupboards - Stair access area on all levels	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard. We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible. **Trade:** Handyperson *(AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017)*	 Example: 	**Moderate**

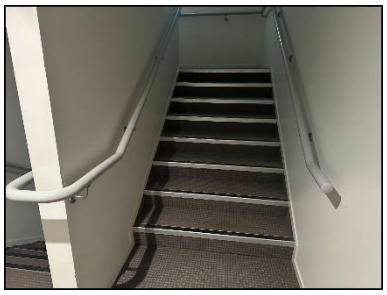
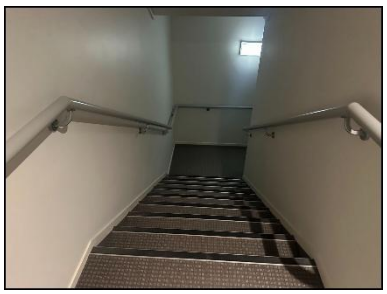
Item	Observation & Recommendation	Photo	Risk Rating
10.4 Plant access cupboards	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard. We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible. **Trade:** Handyperson *(AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017)*	 Example: 	**Moderate**
10.5 Plant access cupboards - Level 2-4	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard. We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible. **Trade:** Handyperson *(AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017)*	 Example: 	**Moderate**

Item	Observation & Recommendation	Photo	Risk Rating
11. **POOLS**			
11.1 Pool signage	We noted well-maintained and sufficient pool rules signage on display at the time of inspection. *(Fencing of Swimming Pools Act 1987, Schedule 1 s10)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
11.2 Pool depth signage	Noted there were no depth indicators displayed at the pool. This represents a significant immersion hazard. We recommend that you install signage that indicates the depth of the pool, near the edge of the pool, that is visible from the entry gate as soon as possible as this represents a drowning hazard. **Trade:** Pool Supplies *(Fencing of Swimming Pools Act 1987, Schedule 1 s10)*	 	**Moderate**
12. **ROOF**			
12.1 Roof signage	Access to the roof top area was restricted to authorised personnel only. No hazards were observed at the time of inspection.	 	**Meets Best Practice**

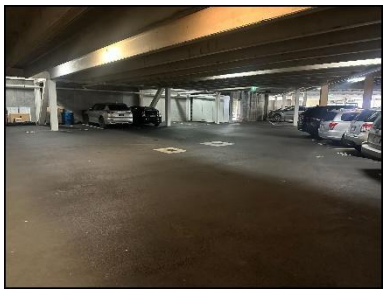
Item	Observation & Recommendation	Photo	Risk Rating
13. **SAFE WORK METHOD STATEMENTS**			
13.1 Working at Heights	An Approved Safe Work Method Statement/Permit is required prior to commencing work, demonstrating care around working at heights *(Safe Work Methods)*	 	**Comment Only**

Item	Observation & Recommendation	Photo	Risk Rating
13.2 Confined Spaces	An approved Safe Work Method Statement / Confined Spaces Permit is required prior to work commencing in confined spaces, demonstrating care whilst successfully meeting AS2865 *(Safe Work Methods)*	 	**Comment Only**

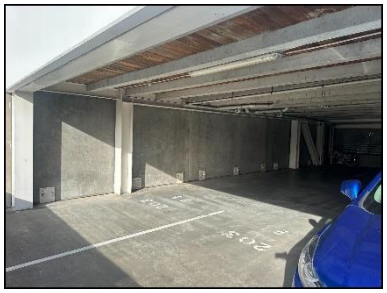
Item	Observation & Recommendation	Photo	Risk Rating
14. **SAUNA**			
14.1 Sauna	Sauna rules were not displayed at the sauna. We recommend that sauna rules are displayed at the entry to the sauna area as soon as possible. **Trade:** Handyperson *(AS / NZS 60335.2.53:2011 AS / NZS 60335)*		**Moderate**
15. **STAIRWAYS**			
15.1 Stair access to all levels	We noted well-maintained stairway elements at the time of inspection. We assume: - the inspected stairway is the original, and - authorities approved the stairway when it was constructed; therefore, - the stairway complied with any applicable building codes when it was constructed. Since the Building Code is not retroactive, no originally compliant stairway is legally obligated to be updated unless it is replaced or substantially refurbished. However, complying to current standards is considered best practice. *(AS/NZS ISO 31000:2009)*	  	**Comment Only**

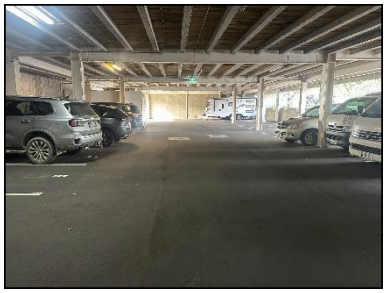
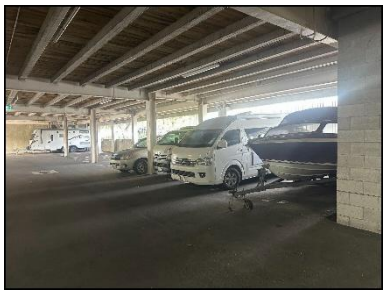
Item	Observation & Recommendation	Photo	Risk Rating
16. **STOREROOMS**			
16.1 Storage units - Lower carpark area	Noted the storage doors did not have signage indicating that it was a restricted area. We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible. **Trade:** Handyperson *(AS/NZS ISO 31000:2009; Worksafe How to Manage Risks (HWSA))*	 Example: 	**Moderate**
16.2 Storage and garden equipment unit - Rubbish bin storage room	Noted the storage unit did not have signage indicating that it was a restricted area. We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible. **Trade:** Handyperson *(AS/NZS ISO 31000:2009; Worksafe How to Manage Risks (HWSA))*	 Example: 	**Moderate**

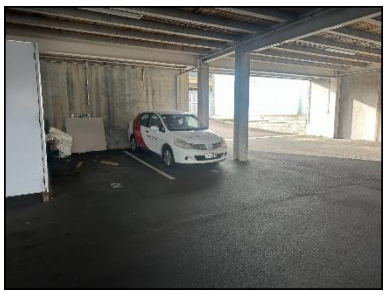
Item	Observation & Recommendation	Photo	Risk Rating
17. **TOILETS**			
17.1 Toilets in gym and pool area	We noted well-maintained restroom facilities and no apparent hazardous conditions at the time of inspection. *(AS/NZS ISO 31000:2009; Building Regulations 1992, NZBC, D1)*	 	**Meets Best Practice**
18. **TREES / VEGETATION**			
18.1 Trees, hedges and vegetation	Trees and vegetation in the common property areas were lopped and trimmed as necessary at the time of inspection. *(AS/NZS ISO 31000:2009)*		**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
19. **VEHICLE ACCESSWAYS**			
19.1 Lower carpark - Parking and vehicle access	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	  	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
19.10 Upper carpark	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	 	**Meets Best Practice**

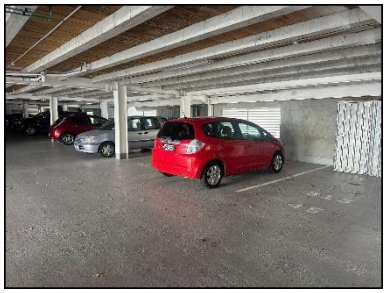
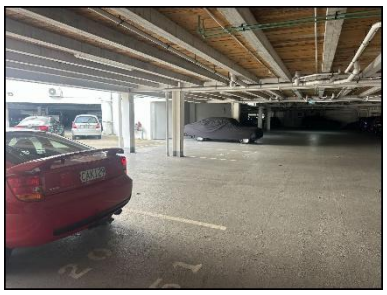
Item	Observation & Recommendation	Photo	Risk Rating
19.11 Upper carpark	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	 	**Meets Best Practice**

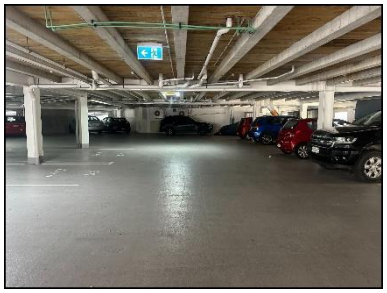
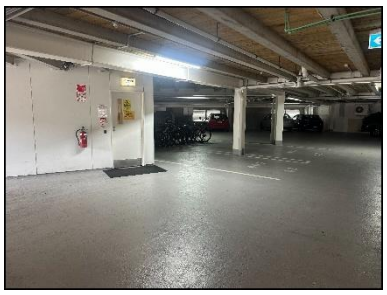
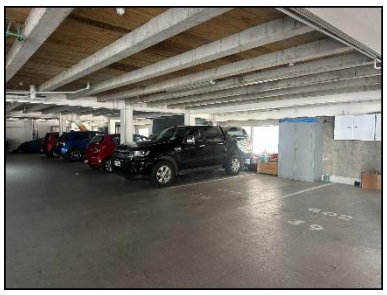
Item	Observation & Recommendation	Photo	Risk Rating
19.2 Lower carpark - Parking and vehicle access	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	  	**Meets Best Practice**

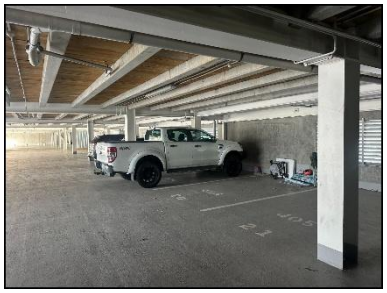
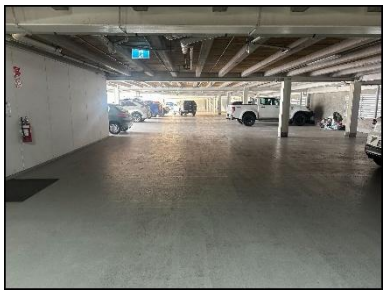
Item	Observation & Recommendation	Photo	Risk Rating
19.3 Lower carpark - Parking and vehicle access	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
19.4 Vehicle accessway and parking	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	 	**Meets Best Practice**

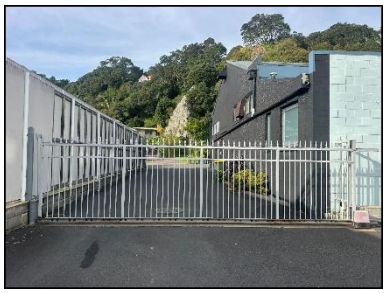
Item	Observation & Recommendation	Photo	Risk Rating
19.5 Vehicle accessway and parking - Upper carpark	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
19.6 Upper carpark	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	  	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
19.7 Upper carpark	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	  	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
19.8 Upper carpark	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	  	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
19.9 Upper carpark	We noted no apparent hazardous conditions in this vehicle accessway area at the time of inspection. We recommend monitoring any environment changes, especially for tripping hazards, which are worth noting and acting upon as soon as possible. *(AS/NZS ISO 31000:2009)*	 	**Meets Best Practice**

Item	Observation & Recommendation	Photo	Risk Rating
20. **VEHICLE SIGNAGE**			
20.1 Slow Speed and Shared Zone Signage - Entry and Exit access points	We noted a shared accessway may allow for unsafe vehicle speeds, which represents a vehicle impact / personal injury hazard. We recommend installing "Shared Zone" signage indicating a 10km/h speed limit as soon as possible. **Trade:** Handyperson *(NZTA Road Code 2011)*	 Example: 	**Moderate**

Item	Observation & Recommendation	Photo	Risk Rating
20.2 Low headroom - Upper level access to parking area	It appears your vehicle accessway has an area of clearance less than 3m and there is no height warning sign obvious at the entry to the carpark. We recommend installing "Low Clearance" signage above affected vehicle accessways as soon as possible. Low clearance signage should include: - the lowest clearance point height, rounded down to the nearest 0.1m; - black-on-white lettering; - and lettering at least 10mm high per 5 metres of viewing distance (we recommend 50mm minimum). **Height at lowest point:** 2000mm **Trade:** Handyperson *(AS/NZS ISO 31000:2009)*	 Example: 	**Moderate**

Report Notes

Access Limitations

The inspector has inspected the areas of the subject property detailed in the \'scope of report\' that were safely accessible. Our inspector has determined which areas could be safely accessed based on a risk assessment at the time of inspection. The following areas were not inspected and are not included in this report:

1. Ceiling and roof cavities - Not safely accessible at time of inspection
2. Unit balconies - Private area, outside the scope of this report
3. Internal areas of units - Private area, outside the scope of this report
4. Underground plumbing and internal wiring - Outside the scope of this report
5. Dividing walls between units - Outside the scope of this report

Additional Documentation

The following documents are available for download from the Solutions in Engineering website www.solutionsinengineering.com:

- A template Contractor **Safe Working Agreement**. It is recommended that this agreement be customised and signed before any contractor begins work on the property.
- A detailed information sheet on particular hazards involved with **working at heights**.
- An Implementation Plan to assist in organising the rectification of hazards identified.

Asbestos

This report does not attempt to identify Asbestos hazards. All buildings built prior to 1 January 2004 have the risk of containing Asbestos. Buildings which contain Asbestos are required to manage their Asbestos risk by implementing control measures identifying, monitoring, and controlling the Asbestos risk on their property.

An Asbestos Report is available as a separate product, contact Solutions in Engineering for assistance with managing your Asbestos hazards.

Balustrade Assessment

Wherever balustrades are installed on the subject property, our inspector will have conducted a visual inspection of two (2) typical balustrades only, subject to access restrictions (as outlined above). We have not inspected every balustrade on the property. This inspection will be carried out against current safety standards for balustrades. Further, this is simply a visual inspection. Comment may be made on general issues of safety, even if the balustrade is compliant. However, no ranking or recommendation will be given, as the balustrade will in most circumstances be assumed to have been compliant at time of construction.

If you require a further assessment of your balustrades, a balustrade safety report is available as a separate product.

Balustrade Height Requirements

A fall over a Balustrade represents one of the most severe risks which can occur on common property, often leading to brain damage or even death (see for example the case of *Toomey v Scolaro's Concrete Constructions Pty Ltd (in liq) & Ors (No 2)* [2001] VSC 279). Balustrades built under the Building Code of Australia since 1 July 1997 have a height requirement of 1000mm.

Although older buildings must only comply with the requirements which existed at the time of construction, we will strongly recommend you consider replacing them with balustrades which meet modern standards. Particularly if your balustrades are below 865mm at any point, there is a good chance that your balustrades are not compliant with the requirements at the time of construction and need to be replaced.

Car Park Traffic Management

We have assumed that a safe approach to traffic management was established and implemented during the building's original design and occupation process. The client agrees that any comments made regarding vehicle or pedestrian movement within the car park are not intended to constitute a Traffic Management Plan and should not be interpreted as such.

If traffic conditions at the site have changed significantly, or if there is any uncertainty about the adequacy of existing controls, the property's management representatives should seek updated advice from a qualified traffic engineer.

Commercial Buildings

You should advise all occupiers to ensure all delivery drivers and workers attending the property complete a Job Safety Analysis for the task/s to be undertaken by them. A sample is attached to this report that should be forwarded to all owners and occupiers.

Consideration of medical supplies and equipment

Solutions IE Pty Ltd does not include in the scope of our common property safety reports the assessment of medical supplies and equipment, whether or not on common property, at a strata scheme. Identifying these types of items falls outside the scope of our reports and we make no recommendation to items such as, but not limited to, defibrillators, first aid kits and pharmaceuticals.

Solutions IE Pty Ltd strongly encourages the recipient of this report to consult with a medical specialist if they are unsure of any required medical products or equipment, the storage of such products or equipment and their appropriate administration.

Contractor Safe Working Agreement

Solutions in Engineering recommends that the Body Corporate liaise with any owner, occupier or tenant about the risks discussed in this report and the importance of Safe Work Practices. If the owner occupier or tenant is engaging any worker or contractor, we recommend that the Body Corporate provides them a copy of the Safe Method Agreement attached (refer Section 2 of this report). This is so that the owner, tenant, or occupier are made aware of Safe Work Practices, so that they can ensure that any contractor is properly qualified and engages in Safe Work Practices.

We also recommend that Delivery drivers sign the Contractor Safe Method Agreement (in this report) and provides the Body Corporate with proof of competence (e.g., Contractor's license card) and insurance etc. As plans are not always available, assumptions are made as to what is common property, therefore this Report may exclude some items/issues relating to these parts of the common property.

Defence Costs in the Case of Frivolous Claim

Should Solutions In Engineering be joined in a proceeding originating from a frivolous claim, the opposing joining party will be responsible for reimbursing all legal, administrative and labour costs associated with Solutions In Engineering defending the claim. Once joined to a claim of this nature Solutions In Engineering will not agree to any settlement between parties without reimbursement of these costs being a part of it.

Due Diligence

Solutions In Engineering does not replace the need for building owners and residents to conduct their own due diligence and stay informed about changes in applicable laws and regulations. Solutions In Engineering advises building owners and residents to take an active role in the management and maintenance of subject properties to ensure their safety.

Electrical Safety, Installations, & Equipment

This report does not include a comprehensive inspection of electrical equipment. These are some general recommendations:

- The main switch is clearly identifiable.
- The main switch is readily accessible in terms of obstructions.
- The switchboard area is clean and clear of obstructions or stored items that would represent a chemical, fire, or other hazard.
- The switchboard/s are securely mounted and free of broken plugs, sockets, switches and frayed or defective leads.
- All electrical circuits on the switchboard are clearly identifiable.
- All community power circuits with socket outlets are protected by a Safety Switch (RCD).
- After installation, the community power Safety Switches (RCDs) are tested every 2 years by a qualified electrician and records of these checks are kept onsite.
- All community light circuits are protected by a safety switch (RCD) as soon as possible after the suitability of this control measure has been assessed by a qualified electrician.
- The switchboards are inspected and tested at least every 2 years by a qualified electrician and suitable records of the test and inspection date are kept on site.

Our inspectors are not licensed electricians or electrical engineers. We have not carried out a thorough inspection of any electrical installations or equipment, including the main switchboard, as we are not qualified to do so. Please ensure that a suitably qualified electrical contractor carries out a thorough inspection of electrical installations at least every 2 years or as otherwise required. This inspection can be incorporated with the testing of Residual Current Devices, if installed.

Electric Gates

This report does not assess the safety risks involved in the operation and/or presence of automatic electric gates. We have presumed that the appropriate safety measures have been implemented to ensure that any electric gates which may be on the property, are operating safely and risk of harm is minimized. The relevant safety measures should include pressure sensors, edge sensors, warning signs, and a physical stop/emergency button.

Environmental Conditions

This report is based on the state of the environment surrounding the subject property at the time of inspection. Changes may occur to the environment and/or affect the structural integrity and overall safety of the property over time. Since the weather may be unpredictable it is important to be aware of the safety hazards brought by harsh weather conditions that Solutions In Engineering has no control over.

External Wall Cladding

This report does not assess the presence, composition, or fire performance of external wall cladding. Identification of combustible or non-compliant cladding materials is outside the scope of this visual inspection and would require specialist analysis by a qualified façade engineer or building consultant.

Fire Safety

This report does not deal with issues relating to Fire Safety, including the installation or maintenance of fire-fighting equipment, the provision and adequacy of any fire and evacuation plan or emergency response procedures, or the installation and adequacy of evacuation signage. Solutions in Fire can be engaged to conduct a Fire Safety Report that addresses these issues.

Glass

This report only addresses glass requiring obvious replacement; it does not cover the Building Code, Australian Standard and safety requirements of glass installed in the subject property.

Inspection Conducted Under Prevailing Conditions

This inspection was conducted under the conditions prevailing at the time of the inspection, as described in the covering letter to this report. The safety of the property under conditions other than those prevailing at the time of inspection was not assessed. This report may not identify all risks to health and safety on the common property under all conditions. For example, this report may not identify slipping hazards under wet conditions if the slipping hazards were not evident at the time of inspection.

You should regularly monitor the common property for risks under differing conditions and take appropriate action to eliminate or control any additional risks identified. To assist with this, we recommend that a procedure for reporting accidents, near-misses and hazards is established.

Solutions in Engineering are able to provide Specific Issue Reports to address specific hazards arising under different conditions, at your request.

Legal Duties

The *Work Health and Safety Act 2011* requires that persons conducting a business or undertaking and persons in control of workplace identify and assess hazards and implement control measures to minimise or eliminate risks to the health and safety of workers, self-employed persons, and members of the public. Control measures must be monitored for effectiveness and updated on a regular basis.

The purpose of our report is to assist you in identifying and assessing hazards at your property, and to provide advice about suggested control measures. This report does not deal with the duties of a person conducting a business or undertaking (other than those that also accrue to a person in control of a workplace premises) and is not a work health and safety audit insofar as it does not include a review of manual handling, job task analysis, training, air space and lighting measurements, or a safety management system and policies and procedures for safe work.

Under Section 267 of the Act, a breach of the Act is not necessarily a valid basis for a civil cause of action. This report does not attempt to deal with all matters that might give rise to a civil cause of action, or any statutory cause of action other than those under the Act.

Furthermore, under common law negligence any person (including Bodies Corporate, caretakers, managers, and management companies) have the duties to take precautions against the risk of harms which are foreseeable, not insignificant and that a reasonable person would have taken precautions against.

The Body Corporate's duties to maintain a safe environment and identify risks on property are not supplanted or replaced by the existence of this report. This report aims to assist in the discharge of these obligations, not replace or take on the duty of them. If you are unsure of the extent of your obligations, we recommend that you obtain independent legal advice.

Solutions in Engineering carry out an inspection of the readily accessible (by foot) areas only that are seen, to assist in the identification of site-specific physical hazards and we deliver a report that provides recommends minimising the risks associated with those hazards.

Solutions in Engineering do not perform an audit of compliance with the relevant safety legislation as this includes the incorporation of manual handling, job task analysis, training, air space and lighting measurements, asbestos analysis, chemical management, a safety management system and policies and procedures for safe work. The recommendations above and this report in no way supplant, discharge, or minimise your common law or statutory duty of care to minimise harm, exposures, risks or other like events and Solutions in Engineering do not accept any responsibility for property damage and/or bodily injury whatsoever.

Lithium-ion batteries

Lithium-ion batteries contain flammable components that can produce extreme heat if overcharged, damaged or mishandled, posing a serious fire hazard to occupants and visitors. To ensure safe charging procedures, only use quality chargers, avoid overcharging, turn off batteries after use, inspect cables and batteries regularly, and never leave charging devices unattended. Solutions in Engineering is not permitted nor qualified to examine lithium-ion batteries or any form of chargers, including electric vehicle charging systems, and assumes no liability for locating undetected issues or malfunctions regarding this equipment. We strongly advise the owners to have a suitably qualified professional to complete routine testing and inspections pursuant to guidelines, warranties and industry standards.

Lighting

Safety inspections are conducted during usual daylight hours and do not comment on or assess the adequacy of lighting or the impact of lighting on the continued safety of any area of the common property either during usual daylight hours or at night. A light audit was not carried out as a part of this inspection.

If you wish to obtain a specialist lighting assessment, please contact our office on 1300 136 036 so that you can be referred to a suitably qualified specialist.

Nature of Inspection

Our inspector has conducted a visual inspection of the subject property to prepare this report. Except where otherwise noted, this inspection did not involve physical testing using prescribed methods (for example, we did not conduct slip-resistance testing to AS 4663-2013). This report therefore deals with hazards that were reasonably identifiable from a visual inspection and should be read subject to the following limitations.

Notably, potential chemical or biological hazards which are not obvious during a visual inspection are outside the scope of this report.

No Assumption of Liability in Personal Injury

Solutions In Engineering does not assume liability for personal injury incidents occurring at the property/ies. Liability is limited to the extent permitted by law.

Ongoing Safety

This report deals with hazards present and identified at the time of inspection. As such, it does not ensure an ongoing assessment, and does not supplant your duty to ensure the safety of the common property.

It is the responsibility of the Body Corporate and any property managers to remain on the lookout for new and altered hazards on the subject property on a day-to-day basis. To assist you with this, we recommend implementing a system or procedure for reporting incidents, near-misses, and suspected hazards as they arise. Solutions in Engineering require that a safety inspection and report be undertaken every 12 months, in order to review the effectiveness of control measures, to identify new hazards, and to assess hazards that have changed over time.

Pool Safety

This report may include references to a pool area. However, this report is an advisory report only, and considers only the general safety issues within this area.

This report in **no way satisfies** the criteria for the issuing of a Pool Safety Certificate or Non-Conformity Notice and **does not give recommendations** on how to be compliant with pool fence regulations. A Pool Safety report can only be carried out by specially qualified staff and is available for separate purchase. Please note a separate charging schedule applies.

This report makes no reference to safety considerations of the pool itself, such as condition and maintenance of the pool, water quality, or suction and drainage hazards. Such issues should be assessed by a qualified pool contractor only.

Property Boundaries

Our inspector has used their best efforts to determine which areas and elements lie on the subject property based on all the information available at the time of inspection. It is possible that this report may inadvertently include some items/issues relating to private or neighbouring property or have excluded some areas of the common property. Please contact our office if you have any concerns about areas included in this report.

Property Condition

This report is based on the state of the subject property at the time of inspection. Changes will occur to the state of the property over time, and we recommend regular updates to incorporate these changes. If a major change occurs on the subject property, we suggest that an updated report is ordered immediately to identify and assess any new risks arising from the change.

We have not made any assessment as to the structural adequacy of any of the elements of the complex, or hazards arising from structural issues, unless otherwise noted. Where an opinion is noted, it in no way implies that a holistic undertaking of structural issues was assessed. Instead, it is a helpful opinion not to be read in conjunction with the rest of the report. A qualified structural engineer must carry out such an assessment.

This report is a safety report dealing with the identification and assessment of hazards, not a construction compliance report. Unless otherwise noted, we have not assessed the compliance of the subject property at the time of construction. We have relied upon the fact that the relevant local authority has determined that the complex as constructed has met with all local and statutory building regulations and relevant building standards, by declaring the complex to be fit for habitation. A building certifier must carry out any assessment of compliance at the time of construction.

Property Usage

The risk assessments conducted as a part of this report are based on the apparent usage of the property at the time of inspection. This report assumes that the existing use of the property will continue. If the usage of the property changes in a material way, we recommend that the report is updated to reflect the change.

Safety Report Expiry

This report is only valid for 12 months. We research the changing landscape of safety, injury and litigation by tracking court cases and review the way we look at risk and hazards in light of the cases. Further we consider any changes in legislation and their impact on inspection processes, therefore after 12 months this report is not current. You need to update this report every 12 months.

Slip-Resistance of Surfaces

No assessment of the slip-resistance or slipperiness of floor surfaces has been made in this report. Slip-resistance is affected by a wide range of factors, including the condition of the surface, the type of sole on footwear worn by a person, and the presence of any substances on the surface. As such, it is not possible to provide an assessment of the slip-resistance or slipperiness of surfaces without conducting tests in accordance with AS 4663-2004.

Our inspector may identify slip hazards based on their experience of the slipperiness of surfaces during the inspection; however, we do not warrant that all surfaces are free from slipping hazards. You should monitor the floor surfaces under the full range of conditions and users and provide hazard mitigation solutions that are appropriate for the relevant areas of the property.

If complaints have been received about the slipperiness of flooring or near misses have been reported, we recommend that an anti-slip treatment be applied to the flooring as soon as possible. You may also wish to examine a sample of the flooring and request the manufacturer to provide evidence as to meeting the above standard or engage a contractor to provide slip-resistance testing services.

If you wish to obtain a slip test or slip resistance report, please contact our office on 1300 136 036 so that you can be referred to a suitably qualified specialist.

Supply Terms and Conditions

All services provided by Solutions in Engineering are supplied on the basis of our Supply Terms and Conditions and Product Descriptions which are available from our Office and from our website, www.solutionsinengineering.com. These listed report notes do not limit the generality of those Terms and Conditions.

Contractor's Safe Working Agreement

This statement provides details on how I / we; the Trade Contractor will manage the health and safety hazards associated with my/our work. The contractor agrees not to undertake any task without first assessing all Work Health and Safety Risks associated with the task. A full JSA (Job Safety Analysis) must be completed by the contractor before commencing any task. All work must be conducted in accordance with the *Health And Safety at Work Act 2015 (NZ)* and associated regulations and Australian/New Zealand (AS/NZ) Standards.

1. ELECTRICAL

- Ensuring portable electrical equipment is of an industrial standard.
- Ensuring residual current devices are used with all electrical equipment.
- Ensuring power leads are located to minimise the risk of damage and are kept out of puddles, and plugs are kept dry.
- Ensuring extra protection for, or relocation of power leads occurs in areas of high traffic.
- Ensuring portable electrical equipment and power leads are maintained in a safe working condition.
- Ensuring double adaptors, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not used for work purposes.

Electrical contractors please note:

- Ensuring electrical installation is completed in accordance with AS/NZS 3000:2018 Electrical Installations (known as the AS/NZ Wiring Rules) and are tested and connected in accordance with recognised procedures, using suitable testing equipment.
- Ensuring all incomplete circuits must be suitably terminated or isolated. Where there is likelihood of those circuits being inadvertently energised, they must be clearly tagged in accordance with AS/NZ 3000:2018.

2. FIRE CONTROL

- Ensuring a fire extinguisher is supplied where flammable paints and/or liquids are used or stored.

- Ensuring fire control methods are completed in accordance with AS/NZS 1851:2012 – Routine service of fire protection systems and equipment, AS 1670.1:2024 – Fire detection, warning, control and intercom systems – System design, installation and commissioning, and the *Health and Safety at Work (HSW) Regulations.*

3. FIRST AID

- Ensuring the provision of first aid, which is adequate for the types of injuries which may occur while performing work, in accordance with Section 13 of the *Health and Safety at Work (General Risk and Workplace Management) Regulations* 2016 (NZ).

4. GUARDING ON TOOLS AND EQUIPMENT

- Ensuring guards are fitted and working effectively before tools and equipment are used.

5. HAZARDOUS SUBSTANCE / CHEMICALS

- Ensure an Asbestos Register, if applicable, is available on site
- Ensuring when using chemicals, the manufacturer's requirements are followed.
- Ensure all hazardous substances on site are correctly stored, labelled and have safety data sheets (SDS's). SDS's should be provided by the supplier or manufacturer at purchase as well as on the purchaser's request.
- All hazardous substances are to be handled in compliance with sections 28-31 of the *Health and Safety at Work (General Risk and Workplace Management)* Regulations 2016, the *Health and Safety at Work (Hazardous Substances) Regulations* 2017 (NZ) and any other relevant document.

6. HEALTH AND SAFETY INDUCTION

- Ensuring that employees who are unfamiliar with health and safety issues receive instructions on safe work procedures (Job Safety Analysis - JSAs) and practices.

7. INSURANCE

- Ensure that all necessary insurances are in place as required by legislation including worker's compensation or personal accident insurance, public liability, and professional indemnity. Please provide copy of certificate of currency for all insurances.

8. LADDERS

- Ensuring ladders are of an industrial standard and comply with and are used in accordance with the requirements of the *Health and Safety at Work (General Risk and Workplace Management) Regulations 2016* and AS/NZS 1892.5-2000 – Portable ladders.
- Ensuring attention is given to tying off ladders to the structure, where there is a likelihood of the latter becoming unstable.
- Ensuring attention is given to base stability, particularly on soft or uneven soils.
- Ensuring domestic type ladders are not used and ladders are in a sound working condition. For example, the slip resistant feet are fitted and maintained, rungs and stiles in good condition.

9. LICENCES

- Ensuring appropriate licences and certificates of competency are held where required in the performance of any work
(for example an explosive powered tool certificate).

10. LIGHTING

- Providing adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely.

11. MAINTENANCE AND USE OF EQUIPMENT

- Ensuring equipment is adequately maintained and used in accordance with the manufacturer's instructions (for example, power tools).

12. MANUAL HANDLING

- Encouraging and using safe manual handling techniques. For example:
    - When bending or lifting repetitively try to vary duties or change posture;
    - When bending to lift objects try to maintain an inclined back and bent knees to a semi-squat where your feet are stable on the ground, and you assume a power lifter stance;
    - When lifting awkward and heavy items, use mechanical aids
    - When using 2 wheeled trolleys load so that the weight is being supported by the wheels not the operator. Do not overload the trolley and use load restraints for high, wide, or bulky loads.
- Where this is not possible consider team lifting where people are trained.
- Ensuring the principles detailed in the National Standard for Manual Tasks are followed as well as those set out in the *Code of Practice for Manual Handling 2001 NZ*

13. MATERIAL HANDLING AND STORAGE

- Ensuring materials and equipment are stored on site in a manner that does not cause injury or illness.
- Indicating where materials are to be delivered and stored (signs may be erected if appropriate), taking into account where materials are used and the order in which they are used.
- Not permitting smoking where flammable materials are stored.
- Ensure the manufacturer's requirements regarding handling and storage of materials are followed.

14. OTHER PERSONS

- Ensuring that my / our work does not create health & safety risks for the other workers and the public.

15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Ensuring PPE is used in accordance with the HSW Regulations (NZ) sections 15-20 (Part 1 under Personal protective equipment), and any other relevant codes of practice for the type or kind of work being engaged in, or in accordance with best-practice standards where no relevant code of practice exists.
- Providing and ensuring the use of items of personal protective equipment where it is not practicable (reasonable) to control risk of injury by other means.
- Ensuring helmets are worn when there is a risk of injury to the head, for example when working underneath other trades.
- Ensuring appropriate protective footwear is used.
- Ensuring that where hazards are created by particular activities, risks are controlled by ensuring the use of PPE, or by some other means.

16. PLANT, CRANES AND MACHINES

- Ensuring the safety instructions of drivers or licensed operators of plant are followed.
- Ensuring plants, cranes and machines are operated in accordance with AS/NZ 2550.1:2011 – Cranes, hoists and winches – Safe use.

17. PROTRUSIONS

- Protrusions include protruding nails; tie-down bolts; reinforcing rods and mesh; bars; steel, copper, and plastic tubing; metal flashings; post tensioning cables etc.
- Ensuring any protrusions created, are removed, bent over, or guarded to eliminate or reduce risk of injury, where they are a hazard.

18. STABILITY OF STRUCTURE DURING CONSTRUCTION

- De-stabilisation may be caused by: weather, wind, subsidence, construction loads, live loads, and the premature removal of temporary bracing or temporary propping.
- Ensuring any structure being built remains stable during the construction process.

19. TIDINESS

- Ensuring work progresses in a tidy manner, work areas are kept clear of excessive rubbish and work areas are left in a clean and tidy condition.
- Ensure that rubbish is disposed in an appropriate manner.

20. TRAINING AND SKILL

- Ensuring that my/our employees are sufficiently trained and skilled to perform the work in a healthy and safe manner.

21. TRENCHING AND EXCAVATION

- Ensuring that our work is supervised by a person who is competent and capable of assessing the risks associated with trenching work. This person should be knowledgeable on trenching, soil stability, appropriate shoring systems, and where possible should have experience of local soil conditions.
- Ensuring that trenches, which people have to enter, are shored where the soil is unstable or prone to collapse.
- Ensuring that trenches deeper than 1.5 metres, which people have to enter, are shored, unless a soil engineer confirms that the trench walls are stable without shoring.
- Ensuring that unattended excavations I/We have created are barricaded or covered where they present a hazard and are filled as soon as practicable.
- Ensuring that where they present a hazard, unattended excavations are barricaded.
- Ensuring that the *HSW Regulation (NZ)* and the Good Practice Guidelines: Excavation Safety (2016) are adhered to.

22. ULTRAVIOLET LIGHT

- Encouraging employees to wear adequate clothing, or other protection to protect them from the effects of working in the sun.

23. WARNING SIGNS

- Warning signs may be required for some hazardous situations. Hazardous situations may include the use of power tools and where there is a risk of being struck by falling objects. Ensuring warning signs are clearly visible to any persons who are approaching the area in which the hazardous situation exists.

- Ensure warning signs comply with WorkSafe NZ Guidelines and the Safety at Work (Hazardous Substances) Regulations 2017.

24. WORKING ABOVE 2 METRES

- Where work is being conducted at a height greater than 2 metres from the surrounding ground level, then a contractor must comply with the Best practice guidelines for working at height in New Zealand (2019) and HSW Regulations (2016) section 25, in relation to controlling the risk of falls.

25. WORKING PLATFORMS ON SCAFFOLDS

- Ensuring scaffolds are satisfactorily erected and used. In particular, ensuring the scaffolds comply with relevant parts of the *HSW Regulations (2016)*, AS/NZS 1576-2010 and NZS 3109:1997
- Ensuring the scaffold is erected in accordance with supplier's instructions, is as near as reasonable to level, and is fully decked when being used.

26. WORKING PLATFORMS ON TRESTLE LADDERS AND ADJUSTABLE TRESTLES

- Platforms (e.g., scaffolding planks) on trestles provide a bigger, more stable surface to work from then a ladder rung.
- Ensuring trestles are erected in accordance with suppliers' instructions, and good practice, as outlined in AS/NZS 1892.1:2018 - Portable ladders, and AS/NZS 1892.2-1992 – Portable ladders, for trestle ladders, and AS/NZS 1576.5-2021 – Scaffolding, for adjustable trestles.

- Ensuring platforms are erected as near as reasonable to level, and are stepped rather than sloped, for example when working on gables.
- Ensuring platforms are in good and sound condition.
- Ensuring attention is given to placing trestles on a firm surface.

CONTRACTOR INSURANCE DETAILS				
	Policy No	Insurance Company	Commencement Date	Expiry Date
Public Liability				
Professional Indemnity				
Workers" Compensation Personal Accident				
Other				

FOR CONTRACTOR USE:

DETAILS OF WORK TO BE UNDERTAKEN		
DATE	LOCATION	BRIEF DESCRIPTION OF WORK

_____ _____

Trade Contractor's Name Name of Trade Contractor's Company

_____ _____

Signature Date ___/___/_____ Contractor's License Number (If applicable)

NOTE TO CONTRACTORS

PLEASE ATTACH A COPY OF CERTIFICATES OF CURRENCY FOR WORKERS COMPENSATION, PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE AND COPY OF ALL RELEVANT LICENSES.

Please note: It is advisable that a new agreement be signed by all contractors annually.

Property Profile

SITE INFORMATION FOR WORKERS

Photo of building	Plan #	Address
	413545	11 GEORGE STREET, WHAKATANE NZ 3158
Work Environment and Facilities Checklist	**✓/ ✖**	**Comments**
Are there management employees or a representative on site?	✓	Daimen Jones
Is parking readily available to visiting workers?	✓	Free Street Parking
Are toilet facilities available?	✓	Toilet is available in the Gym and Pool area
Is there access to water for general maintenance purposes?	✓	
Is there access to electricity for general maintenance purposes?	✓	
Are workers able to access the roof unaided?	✓	

Job Safety Analysis Worksheets

A Job Safety Analysis (JSA) is a written procedure which helps review work steps and their associated hazards to put in place correct solutions to eliminate or minimise the risk of those hazards.

Trade Specific Job Safety Analysis (JSA) are recommended to be provided to all contractors for completion prior to commencing any work on the complex.

The trade specific JSA work sheets are available for download from our website at www.solutionsinengineering.com/job-safety-analysis-worksheets/

An example for a General Handyperson is included on the following page.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

JOB SAFETY ANALYSIS WORK SHEET
GENERAL HANDYPERSON

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Gardening / Clean up	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate Personal Protective Clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Painting	Fumes / Dust	Ensure area is well ventilated and wear appropriate Personal Protective Equipment. Clean up after work.	Contractor
Painting	Pollution	Ensure paint is contained in area and that drop sheets are used whenever paint is opened or used.	Contractor
Painting	Hazardous / flammable materials	Ensure hazardous / flammable materials are stored in appropriate containers I that are labelled, and that Safety Data Sheets are available for each material stored.	Contractor
Painting	Hazardous / Flammable Materials	Ensure hazardous / flammable materials are stored in appropriate locations and volumes do not exceed allowable amounts.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering "Contractors Safe Working Agreement"

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:……..
Signature:……..Date:……...

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-10

Quote Summary	
Location	Fibre access unit at rear of lower parking area
Observation	Noted there was not signage on the plant storage door to indicate that it was a restricted area, which represents a personal injury hazard.
Work to be done	We recommend installing "PLANT - AUTHORISED PERSONNELL ONLY" signage as soon as possible.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-17

Quote Summary	
Location	Storage units - Lower carpark area
Observation	Noted the storage doors did not have signage indicating that it was a restricted area.

Work to be done	We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-24

Quote Summary	
Location	Low headroom - Upper level access to parking area
Observation	It appears your vehicle accessway has an area of clearance less than 3m and there is no height warning sign obvious at the entry to the carpark.

Work to be done	We recommend installing "Low Clearance" signage above affected vehicle accessways as soon as possible.
Height at lowest point	2000mm

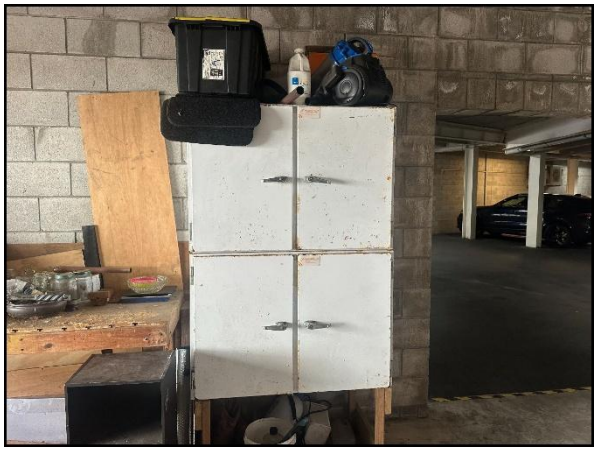
Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-18

Quote Summary	
Location	Storage and garden equipment unit - Rubbish bin storage room
Observation	Noted the storage unit did not have signage indicating that it was a restricted area.



Work to be done	We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-20

Quote Summary	
Location	Slow Speed and Shared Zone Signage - Entry and Exit access points
Observation	We noted a shared accessway may allow for unsafe vehicle speeds, which represents a vehicle impact / personal injury hazard.

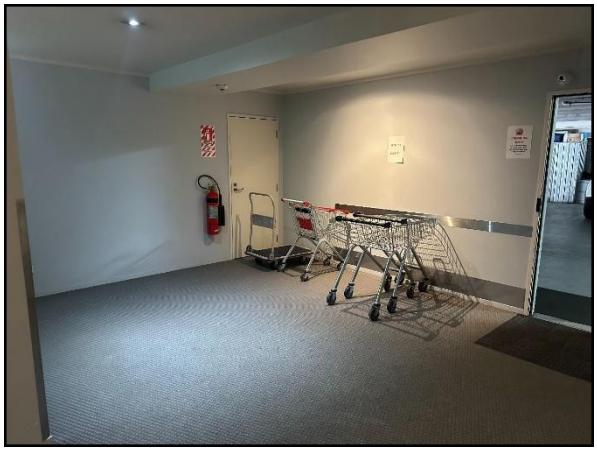
Work to be done	We recommend installing "Shared Zone" signage indicating a 10km/h speed limit as soon as possible.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-35

Quote Summary	
Location	Plant access cupboards
Observation	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard.
	
Work to be done	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.

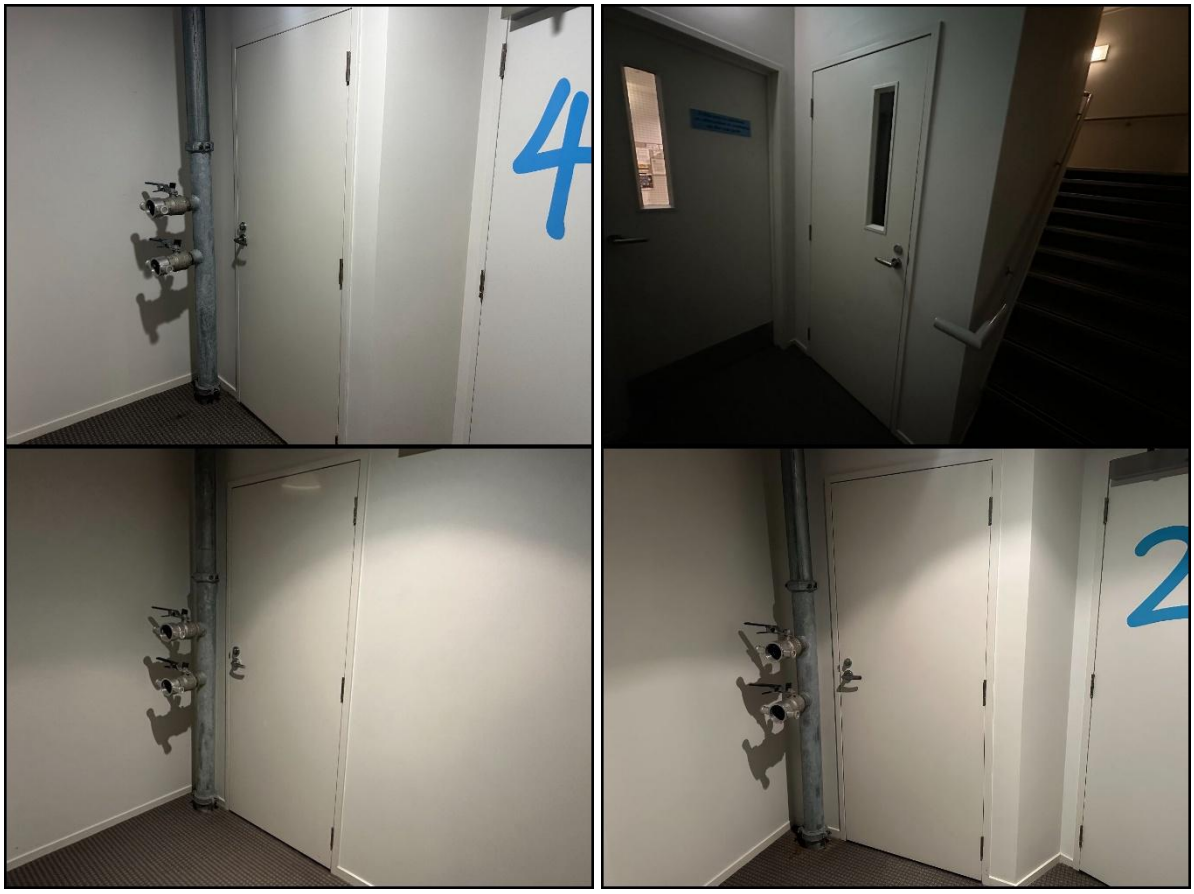
Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-38

Quote Summary	
Location	Plant access cupboards - Stair access area on all levels
Observation	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard.



Work to be done	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-42

Quote Summary	
Location	Sauna
Observation	Sauna rules were not displayed at the sauna.
Work to be done	We recommend that sauna rules are displayed at the entry to the sauna area as soon as possible.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Pool Supplies
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-45

Quote Summary	
Location	Pool depth signage
Observation	Noted there were no depth indicators displayed at the pool. This represents a significant immersion hazard.

Work to be done	We recommend that you install signage that indicates the depth of the pool, near the edge of the pool, that is visible from the entry gate as soon as possible as this represents a drowning hazard.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-46

Quote Summary	
Location	Plant access cupboards
Observation	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard.
Work to be done	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.

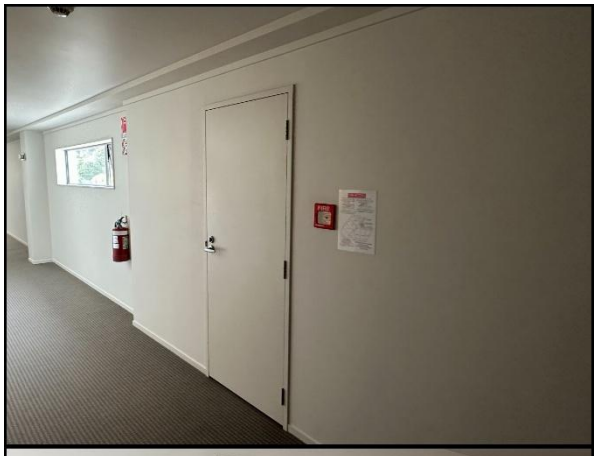
Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information	
Trade Required	Handyperson
Building Address	11 George Street Whakatane NZ 3158
Inspection Date	10 Jun 2025
SIE Reference	2480639-51

Quote Summary	
Location	Plant access cupboards - Level 2-4
Observation	Noted there was not signage on the plant room door to indicate that it was a restricted area, which represents a personal injury hazard.



Work to be done	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Property Risk Assessment Report

Prepared For: BC 413545 **Address:** 11 George Street

Inspection Date: 10 June 2025 **City:** Whakatane NZ 3158

Inspection By: Jared Fisher

Item	Hazard Item	Reference	Location	Item Description	Risk Rating	Recommended Hazard Control	Photo
2	Safe Work Method Statements	Safe Work Methods	Confined Spaces	Statement/Permit Required	Comment	Method Statement / Confined Spaces Permit is required prior to work commencing in confined	
10	Plant Rooms	AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017	Fibre access unit at rear of lower parking area	Access - Restriction Unclear - Sign	2 Minor	We recommend installing "PLANT - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	
1	Safe Work Method Statements	Safe Work Methods	Working at Heights	Statement/Permit Required	Comment	Method Statement/Permit is required prior to commencing work, demonstrating care around	
17	Storerooms	AS/NZS ISO 31000:2009; Worksafe How to Manage Risks (HWSA)	Storage units - Lower carpark area	Access - Restriction Unclear - Sign	3 Moderate	We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	
15	General	AS/NZS ISO 31000:2009; NCBC cl D1	Stored items and equipment - Lower carpark rear commercial unit	Area - Untidy - Clean	3 Moderate	We recommend cleaning the area as soon as possible.	
16	Chemicals	Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 Part 2	Storage drum - Lower carpark rear commercial unit	MSDS - Missing - Implement	3 Moderate	MSDS for all chemicals stored and used onsite are kept in a plastic sleeve where the chemicals are stored as soon	
24	Vehicle Signage	AS/NZS ISO 31000:2009	Low headroom - Upper level access to parking area	Signage (Low Clearance) - Insufficient	3 Moderate	"Low Clearance" signage above affected vehicle accessways as soon as possible.	
18	Storerooms	AS/NZS ISO 31000:2009; Worksafe How to Manage Risks (HWSA)	Storage and garden equipment unit - Rubbish bin storage room	Access - Restriction Unclear - Sign	3 Moderate	We recommend installing "STOREROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	
20	Vehicle Signage	NZTA Road Code 2011	Slow Speed and Shared Zone Signage - Entry and Exit access points	Signage (Shared Zone) - Insufficient -	3 Moderate	We recommend installing "Shared Zone" signage indicating a 10km/h speed limit as soon as possible.	
36	Stairways	AS/NZS ISO 31000:2009	Stair access to all levels	Stairway - Good Condition - Maintain	Comment		
31	Barriers to Prevent Falls NZ	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Barrier along upper carpark	Child Access (Floor) - Not Best Practic	Comment	consideration be given to upgrading or replacing the barrier to comply with current standards which is	
35	Plant Rooms	AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017	Plant access cupboards	Access - Restriction Unclear - Sign	3 Moderate	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	
37	Barriers to Prevent Falls NZ	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Stair access balustrades - Typical of all balustrades	Child Access (Stairs) - Meets Best Pra	Comment		
38	Plant Rooms	AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017	Plant access cupboards - Stair access area on all levels	Access - Restriction Unclear - Sign	3 Moderate	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	

42	Sauna	AS / NZS 60335.2.53:2011 AS / NZS 60335	Sauna	Signage (Rules) - Not Apparent / Suffi	3 Moderate	We recommend that sauna rules are displayed at the entry to the sauna area as soon as possible.	
45	Pools	Fencing of Swimming Pools Act 1987, Schedule 1 s10	Pool depth signage	Signage (Depth) - Not Apparent	3 Moderate	install signage that indicates the depth of the pool, near the edge of the pool, that is visible from the entry gate as	
46	Plant Rooms	AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017	Plant access cupboards	Access - Restriction Unclear - Sign	3 Moderate	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	
51	Plant Rooms	AS/NZS 31000:2009; NZBC cl D1; How to manage work risks Worksafe 2017	Plant access cupboards - Level 2-4	Access - Restriction Unclear - Sign	3 Moderate	We recommend installing "PLANT ROOM - AUTHORISED PERSONNELL ONLY" signage as soon as possible.	

Gallagher

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Body Corporate 413545
Quayside
13/11/2025
Insurance Renewal Report

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Introduction

Gallagher Insurance is pleased to provide its Insurance Renewal Report for Body Corporate 413545 for the period 13/11/25 to 13/11/26.

We have prepared this report to outline the options and our recommendations for the 2025-2026 insurance period. It includes:

- Information about the current insurance market for your programme
- Updates on the terms we have negotiated on your behalf
- Our recommendations for renewal of and any changes to your insurance programme
- Important information about insurance and issues you need to consider when evaluating our recommendations for renewal of your insurance programme

We are recommending the quotes detailed in this report as we believe that they meet all of your requirements as we understand them to be. Please review the report to ensure that it accurately reflects the coverage, limits and conditions that you require. If it is not in accordance with your requirements please advise us immediately.

We draw your attention to the policy exclusions, warrantees and subjectivities as detailed in the attached quotation.

Important Points Relating To This Report:

- You must advise all changes or information likely to affect the insurers' acceptance of the risks insured, or result in an increased premium in recognition of them
  Examples of such disclosures could include:
  - change of occupation, structural alterations to building, unoccupancy of insured premises, change of tenants, installation of a commercial fat fryer, and the like

Yours Sincerely,

Annie Wood

Senior Broker

DDI: 03 543 8694

Mobile: 027 226 9770

Email: annie.wood@ajg.co.nz

Risk and Insurance

Commercial property owners have a broad range of insurable risks, the most obvious being property damage. While this risk and the associated cost of insurance is rightly a key focus, there are also numerous additional risks which must be considered when developing and placing insurance which has the appropriate integrity to protect the business while minimising premium cost.

The dual need for cost reduction and insurance integrity is never more important than in the current post Covid-19 financial environment and within an insurance market that is extremely difficult for properties in high hazard earthquake regions or which have construction types that are perceived as having a high fire risk.

Reducing insurance cost through adopting an uninformed approach to reducing the amount of insurance purchased could well lead to the business being more financially exposed should a major claim occur.

Achieving the dual imperatives of cost reduction and maintaining insurance integrity, commences with understanding the insurable risks confronted by commercial property owners. The following briefly summarises the major risks and their implications on insurance.

The Risks	The issues
High risk earthquake zones and insurance	Availability and affordability of insurance can both be compromised
Building Standards incl % NBS	Reliability of engineering reports and insurer focus on the New Building Standard can result in insurance difficulties
Bank Covenants requiring "full insurance'	A particular issue in high risk earthquake zones where, as noted above, availability and cost are both major concerns
High insurer imposed earthquake deductibles	These can be excessive, putting the viability of repair/rebuild at risk if a major loss occurs as the property owner must pay the deductible to commence the repair
High hazard construction	Insurance affordability can be a concern particularly for Expanded Polystyrene (EPS) and some exterior cladding types
High Risk tenancies in shared buildings	Insurance cost for all tenants increase, causing tenancy disputes
Construction involving existing and new builds	Inter-link between “operational” insurance and construction is critical to avoid claim disputes. Insurance for new builds must protect the property owner and other parties at the lowest cost
Increased attention on Health and Safety	A significantly growing risk of liability if tenants are injured in the building
Statutory awareness and compliance	Breaches of statute, no matter the business size and structure, can result in significant cost and reputational damage
Advice provided as a property manager	If the advice results in financial loss to a third party, it can result in liability for the loss plus substantial legal costs
Cyber attack	An inescapable risk for all businesses from phishing or similar attack with a growing trend towards attacks on services

Coverage Summary

We have set out a brief summary of the cover provided by the policies, Full policy wordings are available on request.

Material Damage

- Buildings automatically insured on reinstatement conditions as per the Registered Valuer's valuation plus a margins clause of 10%. This eliminates any discrepancies in the valuation or inflation during the period of insurance.
- Replacement by natural disaster, earthquake, volcanic eruption and tsunami is included
- Hidden Gradual Damage this policy covers Loss or Damage during the Period of Insurance to Insured Property due to gradual damage, mildew, mould or rot caused by water that leaks, overflows or is discharged from any internal piping or water system installed at the premises. The Insurer's liability for such damage will not exceed the special limit shown in the Policy Schedule Policy exclusion 9(a) does not apply to this clause.
- Landslip and Subsidence sub-limited to $250,000 per event
- Landlord's Contents extension If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit. Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred. The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Public Liability

- To Cover general liability for damaged or injury happening in connection with the Body Corporate activities. Cover includes associated defence costs.

Statutory Liability

- To cover fines or penalties imposed for unintentional breaches of certain statutes. Cover includes as associated defence costs.

Office Bearers Liability

- To protect against claims brought against committee members. Cover includes associated defence costs.

Premium Summary

Policies	Vero/NZI Expiry	Vero/NZI Renewal
Material Damage Sum Insured -Replacement Value	$ 56,260,000	$ 65,334,000
Public Liability -Limit of Indemnity	$ 5,000,000	$ 5,000,000
Statutory Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000
Office Bearers Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000

Excesses	Vero/NZI Expiry	Vero/NZI Renewal
Residential Units – Owner Occupied	$ 400.00	$ 400.00
Residential Units – Tenanted	$ 650.00	$ 650.00
Residential Units - Unoccupied Units	$ 1,000.00	$ 1,000.00
Burglary	$ 1,000.00	$ 1,000.00
Theft	$ 2,500.00	$ 2,500.00
Money	$ 500.00	$ 500.00
Common Areas	$ 500.00	$ 500.00
Natural Disaster	5.0% of the site sum insured with a minimum of $5,000	5.0% of the site sum insured with a minimum of $5,000
Public Liability	$ 500.00	$ 500.00
Statutory Liability	$ 500.00	$ 500.00
Office Bearers Liability	$ 1,000.00	$ 1,000.00

Premiums	Vero/NZI Expiry	Vero/NZI Renewal
Company Premium	$ 41,296.12	$ 39,447.89
Natural Disaster	$ 45,303.25	$ 39,437.86
EQC	$ 12,960.00	$ 12,960.00
Fire Service Levy	$ 2,885.90	$ 3,256.38
GST	$ 15,366.79	$ 14,265.32
Total	$ 117,812.06	$ 109,367.45

Body Corporate Endorsement

This endorsement applies to and contains extensions, conditions and definitions in addition to those appearing in the Gallagher Vero agreed Material Damage policy wording applicable to insured property containing at least one residential unit.

Endorsements Office Bearers Liability:

The following endorsements to apply:

1) Definition Of You Extension: The Definition of You is extended to include the Body Corporate Chairperson.

2) Failure To Maintain Insurance: You are not insured for liability in connection with a failure to obtain or maintain adequate insurance.

Further Extensions: Advancement of Defence Costs - Amount payable for Defence Costs Emergency Defence Costs - 10% of the amount payable for Defence Costs Investigations and Inquiries - Amount payable for Defence Costs

ADDITIONAL EXTENSIONS

Common Property extension

This extension covers Loss or Damage to carpets, drapes and light fittings that are in common areas of the insured Building(s).

The Insurer's maximum liability under this extension is $100,000 in total for any one event.

The indemnity provided by this extension will not increase the Insurer's liability under the policy beyond the sum(s) insured shown in the Policy Schedule.

Computer Breakdown extension

This extension covers the breakdown of any computer at the Location.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any Period of Insurance.

This extension applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Exclusion 10 of the Gallagher Vero agreed Material Damage policy wording does not apply to this clause.

Cost of Re-Letting extension

Following Loss or Damage to a Unit that is tenanted that renders the Unit uninhabitable the Insurer will reimburse the Unit owner for reasonable letting costs, provided that the tenant of the Unit at the time of the Loss or Damage

advises that they will not be reoccupying the leased Unit upon reinstatement of the Loss or Damage.

The Insurer's maximum liability in reimbursing these reasonable letting costs is $1,000 per Unit and $5,000 in total for any one event.

Landlord's Contents extension

If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Short Term Rentals

If any Unit is rented on a short term basis, in the letting pool, including managed letting pools and air BNB's then any dishwashers, stoves, refrigerators, washing machines, dyers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Landscaping extension

This extension covers Loss or Damage to gardens (including hedges, trees, shrubs, and plants) garden edging, lawns and permanently installed ornamental fish ponds and water features that are not connected to the Building's water supply.

The Insurer's liability under this extension is limited to $10,000 for any one event.

Loss of Rent extension

Where there is Loss or Damage to a tenanted Unit that renders it uninhabitable the Insurer will pay or reimburse the Unit owner for the lost rent, provided that:

1. the Unit was occupied by a tenant at the time of the Loss or Damage; or

2. at the time of the Loss or Damage, there was a signed tenancy agreement for a new tenant to let the Unit for an ongoing period intended to be no less than 90 days.

The Insurer will indemnify the Unit owner under this extension for:

(a) an amount equal to the average weekly rental received for renting out the Unit during the weeks it was rented in the 12 months prior to the Loss or Damage, or

where a tenancy agreement was signed prior to the Loss or Damage, the amount of the weekly rental in the agreement; and

(b) any other costs incurred with the Insurer's written consent.

The Insurer will not reimburse the lost rent where the Unit:

(a) is not uninhabitable;

(b) owner or the Unit tenant chooses to or are encouraged to move out of the Unit while repair or rebuilding is effected.

The Insurer's maximum liability for loss of rent under this extension is for the lesser of:

(a) the period necessary to replace or repair the Unit up to a maximum of 12 months; or

(b) $35,000 per Unit.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Alternative Accommodation automatic extension but not under both extensions for the same loss.

Machinery Breakdown

It is agreed that automatic coverage clause MD08 Electrical Damage is replaced by the following:

This policy covers machinery breakdown.

There is no cover for Loss or Damage to lighting or heating elements, fuses or protective devices, or electrical contacts where sparking or arcing occurs as part of its normal function.

The Insurer's liability under this extension is limited to $10,000 for any one event.

The special limit does not apply to Loss or Damage that would be recoverable under this insurance without the benefit of this clause.

Exclusion 10 of this policy does not apply to this clause.

Margins Clause

The amounts shown on the Policy Schedule of Insured Property are the sums insured declared for insurance purposes. Except where expressly provided for to the contrary, the Insurer's liability for Loss or Damage to any item of Insured Property will not exceed 110% of the sum insured shown on the Policy Schedule for that item up to a maximum of the total sum insured.

This Margins Clause does not apply to Loss or Damage caused by Natural Disaster.

Meeting Room Hire

This extension covers the cost to hire temporary meeting room facilities for the purposes of holding annual general meetings or committee meetings where Loss or Damage to a designated meeting room at the damaged property is unable to be occupied for its intended purpose due to the Loss or Damage.

This extension covers the costs for temporary meeting room facilities for meetings held during the period of time that is reasonably necessary for repairs to be carried out and access to be established.

The Insurer's maximum liability under this extension is $5,000 for any one Period of Insurance.

Reinstatement of Records extension

This extension covers the clerical, legal, and other charges reasonably incurred in consequence of the Loss or Damage, in the replacement or restoration of deeds and other documents (including stamps thereon), manuscripts, plans, specifications and writings of every description and books

(written and printed), books of accounts, card indexes, computer systems records, electronic records and other business records.

The Insurer's maximum liability under this extension is $20,000 for any one event.

Removal of Trees

This extension covers the professional removal of trees or parts of trees, including the costs of treating the stump to prevent regrowth, which have fallen and damaged Insured Property or landscaped gardens.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any one Period of Insurance.

Total Loss Stress Cover extension

Where Loss or Damage to a Unit is deemed a total loss by the Insurer, the Insurer will also pay the individual owner of that Unit for the stress caused by the loss.

The Insurer's maximum liability under this extension is the lesser of:

(a) $2,000 per Unit that is a total loss; or

(b) $50,000 in total for all Units that are a total loss in any one event.

For the purposes of this extension, total loss means so damaged that the Unit or Units, by reason only of that Loss or Damage, cannot be repaired.

ADDITIONAL MATERIAL DAMAGE CONDITIONS

Alternative Accommodation

It is agreed that automatic coverage clause MD02 Alternative Residential Accommodation in the Gallagher Vero agreed Material Damage policy wording is extended to cover the boarding out of domestic pets or security dogs normally kept at the Location.

The Insurer's maximum liability for this extension is $35,000 per Unit per event up to a maximum of 12 months.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Loss of Rents automatic extension but not under both extensions for the same loss.

Money

It is agreed that automatic coverage clause MD16 Money applies only to Money owned by the Insured and not to Money owned by any individual Unit owner.

Reduced Natural Disaster Excess for Certain Property

It is agreed that there is a $5,000 excess for Loss or Damage caused by Natural Disaster where the Loss or Damage is solely to the following property: fixed signs and lettering, tanks, poles, power lines and their supports, walls, gates, fences landscaping, gardens, ornamental trees and shrubs, roads, paths, yards and the like.

Spoilage

Where a claim is made under automatic coverage clause MD07 Spoilage in the Gallagher Vero agreed Material Damage policy wording it is agreed that it applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Transit

It is agreed that automatic coverage clause MD39 Transit applies only to property owned by the Insured and not to property owned by any individual Unit owner.

DEFINITIONS

For the purposes of this endorsement the following definitions apply.

Uninhabitable

Means the Unit is no longer a safe or sanitary place to live, as determined by government or local authorities, or by the Insurer, due to Loss or Damage to the Unit, and where notice to this effect has been issued.

It does not mean a disinclination by the Insured or a tenant(s) to remain in occupancy of an otherwise safe or sanitary Unit.

Unit

Means each self contained part of the Buildings designated for separate residential occupancy.

ANNUAL GENERAL MEETING MINUTES

BODY CORPORATE NO: 413545
Quayside BC413545
Quayside Apartments, 11 George Street, Whakatane

SCHEDULED MEETING PLACE, DATE & TIME
Quayside Apartments, 11 George Street, Whakatane
Tuesday 25 Mach 2025 at 3.00 pm

BODY CORPORATE / COMMITTEE CHAIRPERSON: **DAIMEN JONES**

MEETING CHAIRPERSON: DAVID SHEA

AGENDA ITEMS

1 QUORUM

PRESENT
Clive Wickham, Daimen & Rebecca Jones, Joe Bocker, Stan & Ronnie Anderson, Michael Price, Meagan Haddock, Collin Latham, Hazel & Ollie Lawrence, Wendy & Roger Angell, Anna Heath, Bronwen McPherson, Wendy Waller, Trish Owen, David Price, Christine Wilkins, Graham & Anne Wilson, and David Shea (Body Corporate Administrator).
Via Zoom: Simon Woolley and Peter Collette

APOLOGIES
Meg Booker, Matthew & Lisa Preston, Vaughn Hobbs, Graeme Ennis, Nicole Domett, Maureen Gibbs and Maurice & Rosetta Griffin.

POSTAL VOTES
Mathew & Lisa Preston.

PROXY APPOINTMENTS
Vaughn Hobbs → Daimen Jones; Graeme Ennis → Daimen Jones; Maureen Gibbs → Daimen Jones

2 PREVIOUS MINUTES

Ordinary Motion
That the minutes of the last annual general meeting of the Body Corporate held on 26 March 2024 were confirmed as a true record of the proceedings of that meeting.
PASSED

3 MATTERS ARISING

Nil

4 QUAY PROPERTY MANAGEMENT LIMITED - SERVICE AGREEMENT

Note: *The Chairperson and Committee have various duties under the Unit Titles Act 2010 and associated regulations and operational rules. The appointment of a Body Corporate Manager is desirable in order to assist the Body Corporate, it's the Chairperson and Committee to comply with their responsibilities and ensure the proper management, administration and record keeping of the Body Corporate.*

Ordinary Motion
That the Body Corporate renew the appointment of Quay Property Management Limited, as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.
PASSED

5 ELECTION OF CHAIRPERSON

Ordinary Motion
That Daimen Jones be elected as chairperson of the body corporate and body corporate committee and serve such until the earlier of the next AGM or their resignation.
PASSED

6 ELECTION OF COMMITTEE

Ordinary Motion

That there being the same or fewer nominations than vacancies, the below nominees were elected to the Committee.

- Daimen Jones Unit 107
- Simon Woolley Unit 204
- Mike Price Unit 205
- Graeme Ennis Unit 209
- Brendon Butt Unit 208
- Chrstine Wilkins Unit 303
- Peter Collett Unit 311

PASSED

Delegation of Powers Special Motion

That the Body Corporate resolves by special Motion to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.
PASSED

Special Motion

That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.
PASSED

Ordinary Motion

That the committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.
PASSED

7 LONG-TERM MAINTENANCE PLAN

An updated 30-year Long-Term Maintenance Plan was reviewed in September 2024 (copy attached to the Agenda) and has been reviewed by the committee and now needs to be approved by the body corporate. Now that the plan covers a mandatory 30-year period, costs appearing in the plan will be higher than in the earlier ten- or 15-year plans. This is due to items appearing on a 30-year plan that don't come into a 10- or 15-year plan. Accordingly, the amount set out for annual contributions to a Long-Term Maintenance Fund must increase.

It appears that this new requirement simply reflects the need for buildings to consider longer term maintenance to extend the life of buildings in order to retain good presentation for the value.

The Chair summarized the new requirement for a 30-year plan under the Act.

Simon Wooley reminded all that at last years AGM it had been agreed to incorporate items that have previously not been allowed for in order to eliminate the need to collect special levies at the time a significant future cost is incurred.

There was discussion on the plan:

- Does the seven-year contract include repairs to the car park?
  As it stands, this is included in the Programmed proposal. It is intended that this resolve leaks into the car park (seal joints). David Shea expanded on the seven-year maintenance proposal from Programmed Maintenance, giving comfort to the Body Corporate in that the building is inspected and washed down annually with any paint maintenance undertaken. This maintains the paintwork and is another tier of monitoring any other maintenance issues.

- What about work not being done in a particular year?
  The plan is reviewed at least three yearly and the cashflow amended to reflect any changes to the timing of work which should only be undertaken when necessary, rather than the estimated timing on the plan - it is a living document.

- It was agreed it makes sense to more regularly review if required.

- Rebecca suggested Programmed is a big firm and well able to source contractors to carry out maintenance which has on occasion proven difficult in the past.

- It was agreed to hold over any deferred costs for works not completed in any given year.

- Given this year's big increase – will subsequent years have further big increases? It was confirmed that this year brings the annual contributions up to a level that is now smoothed out over subsequent years so there should not be big increases going forward.

- There was discussion on how the $141,00.00 additional levy this year matches the $168,000 provision in the long-term maintenance plan. This is the difference between the total of the annual budget for running the building and the long-term maintenance fund contribution less the same budgeted amount last year as per the following:

	Year starting 01/11/24	Year starting 01/11/23
General - Admin	291,036	287,155
General - LTMF	168,600	50,000
Residential - Admin	45,460	44,780
Sub-total: GST-exclusive budget	505,096	381,935
GST @ 15%	75,764	57,290
Total budget in GST	580,860	439,226

NB: The difference between $580,860.00 and $439,226.00 is ***$141,634.00****.*

- How are levies set? David Shea explained that levies are collected as per each owner's utility interest that appears on the Body Corporates Unit Plan. This is essentially each owner's share of their ownership of the building set by a Valuer at the commencement of the Body Corporate. The retail shops are excluded from some budget items given they don't own a share of the likes of lifts, hallways, recreational facilities and stairwells that relate to apartments only.

- It was suggested that in order for attendees to follow discussion arising from agenda items, that the agenda pages be numbered in order to locate relevant pages during discussion. Quay Property Management Limited are to implement this going forward.

Ordinary Motion
That the Long-Term Maintenance Plan produced by Solutions in Engineering and reviewed by the Committee, is accepted.
PASSED

8 PREVIOUS FINANCIALS

Ordinary Motion
That the financial accounts for the previous financial year be approved and adopted. Quay Property Management Limited, under the terms of its agreement of services as Body Corporate Manager is responsible for the preparation of basic financial accounts. The provision of these accounts is on the basis that Quay Body Corporate Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or the accounts be audited, this will be at the cost of the Body Corporate.
PASSED

Ordinary Motion
That the financial accounts for the year end 31 October 2024 be approved and adopted without the requirement of review or specific verification under section 132(2) of the Act.
PASSED

Ordinary Motion
That the Body Corporate offset the previous year deficit against retained earnings (revenue reserve)
PASSED

9 INDEPENDENT REVIEW OF FINANCIAL STATEMENT

Special Motion
That by special Motion the Body Corporate agrees not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.
PASSED

10 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing in the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

11 LONG-TERM MAINTENANCE FUND (SINKING) INVESTMENTS

Ordinary Motion

That the body corporate agrees to transfer a sum to be agreed upon from the Long-Term Maintenance Fund or retained earnings to an interest-bearing investment account, such amount to be determined by the Committee.
PASSED

An annual tax return will be required for any interest earned and return charges will apply. The amount collected for the Long-Term Maintenance Fund in the current financial year is held in a non-interest-bearing account until the current financial year is completed.

12 ANNUAL BUDGET

The proposed budget was based on last years actual figures noting that any other costs that out of necessity are incurred during the current period, the body corporate has the benefit of retained earnings to draw on if absolutely required.
The proposed budget was made up of $291,035.70 plus GST for the operative fund and $168,600.00 plus GST for the Long-Term Maintenance Fund contribution. This contribution was set out in the Long-Term Maintenance Plan as discussed earlier in this meeting.

It was noted that at the last committee meeting it had been agreed to include the cost of door holdbacks to the common area doors in order to comply with the code. These doors must not be left open for fire safety/egress reasons. If they are left closed, they are difficult for some to open and are being damaged when bringing items through. Door holdbacks are integrated with the fire system which means the doors can remain open (with the holdbacks) and only release if an activation occurs when the doors are automatically able to close. It was agreed that this is necessary and that this cost be paid from revenue reserve if necessary, rather than adding to this year's budget.

Ordinary Motion

That the Body Corporate approve and adopt the proposed annual budget in the amount of $459,635.70 plus GST for the year stated and that the Body Corporate raise levies in accordance with a unit owner's utility interest.
PASSED

Ordinary Motion

That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.
PASSED

Ordinary Motion

That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the Body Corporate Committee for approval for unexpected expenses outside of the budget.
PASSED

13 LEVY COLLECTION

Ordinary Motion

That the Body Corporate raise levies in accordance with the approved budget and agreed above, with levy payments due on 1 November 2024 and 1 May 2025.
PASSED

Ordinary Motion

That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.
PASSED

Ordinary Motion

That the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue (including charging interest to those on payment plans) together with any administrative and legal costs the Body Corporate may incur in recovering due debts.
PASSED

***Note**: Your Body Corporate is registered for GST.*

14 BODY CORPORATE RULES

The current Body Corporate Rules were attached to the Agenda. Changes to the Body Corporate Rules were submitted for consideration and the following resolution to be voted on:

Ordinary Motion

That the proposed amendments to the operational rules below, are approved and Quay Property Management Limited is instructed to lodge the amendments with Land Information New Zealand:

"SMOKING AND VAPING

An owner or occupier must not smoke or vape or permit smoking or vaping anywhere on the common property including carpark areas. Any breaches of this rule should be reported to the Building Manager."

PASSED

It was agreed to install appropriate signage throughout the building.

15 INSURANCE

There was a query on who should pay the excess for glass claims for cracked glass due to expansion/contraction? While it is unfortunate these claims are occurring, it was confirmed that Owner of the unit is to pay any excess given the windows/doors are within the unit boundary and owned by the unit Owner.

Ordinary Motion

That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.

PASSED

Ordinary Motion

That the Body Corporate remains with the existing broker and that insurance is renewed as per the brokers recommendation.

PASSED

Ordinary Motion

That the Body Corporate is authorized to secure Office Bearers Liability Insurance with a cover of $1,00,000.00.

PASSED

Ordinary Motion

That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess

PASSED

Material Facts - Disclosure:

You must disclose all information that may be relevant to the Insurer's decision to insure. This includes but is not limited to such things as:

- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

If you are unsure whether a circumstance needs to be disclosed, please contact your broker for advice. If in doubt - disclose.

16 GENERAL MAINTENANCE

The Committee will arrange for general maintenance as required.

17 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

- Identify hazards;
- Eliminate or minimise any hazards and where appropriate put controls in place and;
- Regularly check the control measures are in place;
  - Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

As agreed at a committee meeting held 30 January 2025, a site-specific Health & Safety Plan has been requested from Solutions in Engineering. Once completed, it will be reviewed and approved by the committee.

18 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was discussed:

(a) There was discussion on the purchase of a rowing machine for the gym as per the following resolution proposed by the Owner of PU201. It was agreed this is a good idea and that the cost to be paid from revenue reserve. The managers are to obtain prices.

Ordinary Motion
That the body corporate purchase a rowing machine for the gym paid for out of revenue reserve.
PASSED

(b) The Owner of PU212 raised the matter of children over 12 in the pool/recreational area not being supervised. It was agreed that even when supervised, this is an issue. Rebecca said she had dealt with parents in situations like this and some parents just appear not to take care when supervising children anyway. It was suggested and agreed that twelve years old is too young and for safety reasons this should be raised to fourteen years old.

Moved: That the Body Corporate Rule 6.3 be amended to increase the age to 14 years old and signage be installed clearly stating this (all recreational facilities).

Bronwen McPherson/Rebecca Jones
Carried

CLOSURE

The meeting closed at 4.32 pm.

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

NOTICE OF ANNUAL GENERAL MEETING

BODY CORPORATE NO: 413545
Quayside BC413545
Quayside Apartments, 11 George Street, Whakatane

SCHEDULED MEETING PLACE, DATE & TIME
Quayside Apartments, 11 George Street, Whakatane
Tuesday 25 Mach 2025 at 3.00 pm

If you are unable to attend the Annual General meeting:

Body corporate managers cannot conduct the business of the body corporate without instruction. It is therefore imperative that owners attend meetings and vote or provide postal votes on the requisite resolutions even where those are merely to conduct business as usual or otherwise grant their proxy vote to another person. Without your involvement the body corporate is unable to function.

Please complete the postal voting form or proxy form attached and return to our office via email to meetings@quayproperty.co.nz or our postal address at PO Box 256, Tauranga 3144. It is crucial that we have a quorum to be able to pass the resolutions required.

Please be advised that you are able to appoint a proxy to act on your behalf on these matters. Please note that if 2 or more persons own one unit jointly, then they must jointly appoint the proxy (who may be one of those persons).

If there is no quorum at the meeting:
(a) Postal votes may be taken into account, together with those present.
(b) If a threshold of those entitled to exercise 25% of votes is not present, the meeting will be reconvened on the same day, one week later at the same time and place.
(c) The reconvened meeting must proceed whether there is a quorum or not.
(d) Anyone with funds outstanding at the time of AGM (including those on payment plans) cannot be included in the quorum count.

Financial Status
A unit owner may not vote unless all Body Corporate levies and other amounts (this includes funds outstanding where the owner is on payment plan), that are from time to time, payable to the Body Corporate in respect of the unit have been paid.

The following documents are attached:
(a) AGM agenda;
(b) RSVP form;
(c) Proxy appointment form;
(d) Postal voting form;
(e) Minutes of Meetings of last AGM;
(f) A copy of the financial statements for the most recent financial year and proposed budget for the forthcoming year;
(g) Health and safety and long-term maintenance plan (if due for review); and
(h) Copy Insurance Schedule.

Please contact us if you have any queries.

Kind Regards,
David Shea
Body Corporate Manager
meetings@quayproperty.co.nz

ANNUAL GENERAL MEETING AGENDA

BODY CORPORATE NO: 413545
Quayside BC413545
Quayside Apartments, 11 George Street, Whakatane

SCHEDULED MEETING PLACE, DATE & TIME
Quayside Apartments, 11 George Street, Whakatane
Tuesday 25 Mach 2025 at 3.00 pm

BODY CORPORATE CHAIRPERSON: DAIMEN JONES

MEETING CHAIRPERSON: DAVID SHEA

1 QUORUM
The chair of the meeting will record any apologies, proxies and postal votes received, as well as receive the attendance register and confirm that the meeting has a quorum. The chair of the meeting will also conduct a health and safety briefing and point out fire exits in the event of emergency.

2 PREVIOUS MINUTES
Ordinary Motion
That the minutes of the last annual general meeting of the Body Corporate held on 26 March 2024 are confirmed as a true record of the proceedings of that meeting.

3 MATTERS ARISING

4 CHAIRPERSON/COMMITTEE REPORT
Ordinary Motion
That the Chairperson/Committee Report be received and accepted.

5 QUAY PROPERTY MANAGEMENT LIMITED - SERVICE AGREEMENT
Note: *The Chairperson and Committee have various duties under the Unit Titles Act 2010 and associated regulations and operational rules. The appointment of a Body Corporate Manager is desirable in order to assist the Body Corporate, it's the Chairperson and Committee to comply with their responsibilities and ensure the proper management, administration and record keeping of the Body Corporate.*

Ordinary Motion
That the Body Corporate renew the appointment of Quay Property Management Limited, as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.

6 ELECTION OF CHAIRPERSON
Note: *A Body Corporate must elect a Chairperson by ordinary resolution at every annual general meeting. The Chairperson has the duties in Regulation 11, subject to and delegation to the Body Corporate Committee, and is responsible for signing the management agreement appointing Quay Body Corporate to manage the Body Corporate. Unless the body corporate decides by ordinary resolution that the body corporate committee shall elect the Chairperson of the committee, the chairperson shall be elected by the body corporate and will also be the chair of the body corporate committee.*

Failure to appoint a Chairperson will result in various administrative difficulties, such as if the Body Corporate wishes to amend the Body Corporate Operational Rules and will fail to meet its obligations under the Unit Titles Act and Regulations.

The following nomination was received:

- Daimen Jones Unit 107

Ordinary Motion
That Daimen Jones be elected as chairperson of the body corporate and body corporate committee and serve such until the earlier of the next AGM or their resignation.

7 ELECTION OF COMMITTEE

***Note**: A Body Corporate with 9 or fewer principal units may but is not required to form a Body Corporate Committee. A Body Corporate with 10 or more principal units must form a Body Corporate Committee, unless, by special resolution, decides not to form a Body Corporate Committee.*

The following nominations for the Body Corporate Committee were received:

- Daimen Jones — Unit 107
- Simon Woolley — Unit 204
- Mike Price — Unit 205
- Graeme Ennis — Unit 209
- Brendon Butt — Unit 208
- Chrstine Wilkins — Unit 303
- Peter Collett — Unit 311

Ordinary Motion
That there being the same or fewer nominations than vacancies, all nominees are elected to the Committee.

Delegation of Powers Special Motion
That the Body Corporate resolves by special resolution to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.

Special Motion
That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.

Ordinary Motion
That the committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

***Note**: A Committee must meet within one month of this AGM. Any other meetings of the Committee are at their own discretion and can be as and when required. A copy of any Committee Meeting minutes must be issued to all owners within a month of each meeting.*

8 LONG-TERM MAINTENANCE PLAN

***Note**: As of May 2024 under the Unit Titles Amendment Act, all large bodies corporate (10 units or more) must have a compliant Long Term Maintenance Plan covering 30 years of future maintenance.*
The Long-Term Maintenance Plan must be reviewed at least once every 3 years (Regulation 30(2)). If the Body Corporate becomes aware of a matter that may materially impact the Long-Term Maintenance Plan, the plan must be reviewed as soon as reasonably practicable.
Unless resolved otherwise, the Body Corporate must also consult with a building professional, or other appropriately qualified professionals, when developing or reviewing the LTMP.

An updated 30-year Long-Term Maintenance Plan was reviewed in September 2024 (copy attached) and has been reviewed by the committee and now needs to be approved by the body corporate. Now that the plan covers a mandatory 30-year period, costs appearing in the plan will be higher than in the earlier ten- or 15-year plans. This is due to items appearing on a 30-year plan that don't come into a 10- or 15-year plan. Accordingly, the amount set out for annual contributions to a Long-Term Maintenance Fund must increase.

It appears that this new requirement simply reflects the need for buildings to consider longer term maintenance to extend the life of buildings in order to retain good presentation for the value.

Ordinary Motion
That the Long-Term Maintenance Plan produced by Solutions in Engineering and reviewed by the Committee, is accepted.

9 PREVIOUS FINANCIALS

It is noted there is a deficit of $72,621.53 for the year end 31 October 2024. Under revenue you will note levies were collected as per the budget in the amount of $331,935.28 and also $210,983.04 as an extraordinary levy. The latter was to complete the exterior sealing of cladding panels.

As at the end of the previous financial year there was a residual of $127,745.87 which included the residual of the cladding extraordinary levy. This means after final cost of the cladding sealing work, there is a surplus of $14,426.00 available from the extraordinary levy.

You will note the cumulative surplus (retained earnings) stands at $175,792.65 and the separately recorded Long-Term Maintenance Fund balance is $317,699.50.

Generally other costs were well controlled for the year.

Ordinary Motion
That the financial accounts for the previous financial year be approved and adopted. Quay Property Management Limited, under the terms of its agreement of services as Body Corporate Manager is responsible for the preparation of basic financial accounts. The provision of these accounts is on the basis that Quay Body Corporate Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or the accounts be audited, this will be at the cost of the Body Corporate. The accounts are usually finalized by KPMG Accountants; however, they have been unable to undertake the review by the date of issue of this Agenda. It is, however, anticipated that the accounts will be made available by the date of the AGM. If not, the Quay Property Management Limited accounts may be approved subject to sign off by KPMG.

Ordinary Motion
That the financial accounts for the year end 31 October 2024 be approved and adopted without the requirement of review or specific verification under section 132(2) of the Act, but subject to review and sign off by KMPG Accountants.

Ordinary Motion
That the Body Corporate offset the previous year's deficit against retained earnings (revenue reserve)

10 INDEPENDENT REVIEW OF FINANCIAL STATEMENT

All Bodies Corporate must have their financial accounts audited, unless this Body Corporate decides by special motion not to.

Special Motion
That by special resolution the Body Corporate agrees not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.

Note: If you would like for accounts to be audited, you must vote against the resolution. The cost of an audit is estimated to be $12,000.00 plus GST.

11 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing in the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

12 LONG-TERM MAINTENANCE FUND (SINKING) INVESTMENTS

Ordinary Motion
That the body corporate agrees to transfer a sum to be agreed upon from the Long-Term Maintenance Fund or retained earnings to an interest-bearing investment account, such amount to be determined by the Committee.

An annual tax return will be required for any interest earned and return charges will apply. The amount collected for the Long-Term Maintenance Fund in the current financial year is held in a non-interest-bearing account until the current financial year is completed.

13 ANNUAL BUDGET

The proposed budget is based on last years actual figures noting that any other costs that out of necessity are incurred during the current period, the body corporate has the benefit of retained earnings to draw on if absolutely required.

The proposed budget is made up of $291,035.70 plus GST for the operative fund and $168,600.00 plus GST for the Long-Term Maintenance Fund contribution. This contribution is set out in the Long-Term Maintenance Plan as discussed earlier in this meeting.

Ordinary Motion
That the Body Corporate approve and adopt the proposed annual budget in the amount of $459,635.70 plus GST for the year stated and that the Body Corporate raise levies.

***Note**: The budget will be discussed and amended as instructed by owners at the meeting.*

Ordinary Motion
That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.

Ordinary Motion
That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the Body Corporate Committee for approval for unexpected expenses outside of the budget.

14 LEVY COLLECTION

Ordinary Motion
That the Body Corporate raise levies in accordance with the approved budget under s.121 and agreed above, with levy payments due on 1 November 2024 and 1 May 2025.

Ordinary Motion
That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.

Ordinary Motion
That the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue (including charging interest to those on payment plans) together with any administrative and legal costs the Body Corporate may incur in recovering due debts.
GST

***Note**: Your Body Corporate is registered for GST.*

15 BODY CORPORATE RULES

We attach a copy of the current Body Corporate Rules for your information. Changes to the Body Corporate Rules are to be considered below [PU201]:

"SMOKING AND VAPING
An owner or occupier must not smoke or vape or permit smoking or vaping anywhere on the common property. Any breaches of this rule should be reported to the Building Manager."

Ordinary Motion
That the proposed amendments to the operational rules as above, are approved and Quay Property Management Limited is instructed to lodge the amendments with Land Information New Zealand.

16 INSURANCE

***Note:** A copy of the insurance policy summary is attached.*

Ordinary Motion
That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.

Ordinary Motion
That for the purposes of insurance, the inflationary provision noted in the most recent valuation be applied to the sum insured at the time of the next renewal.

Ordinary Motion
That the Body Corporate remains with the existing broker and that insurance is renewed as per the brokers recommendation.

Ordinary Motion
That the Body Corporate is authorized to secure Office Bearers Liability Insurance with a cover of $1,000,000.00

Ordinary Motion
That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess

Material Facts - Disclosure:
You must disclose all information that may be relevant to the Insurer's decision to insure. This includes but is not limited to such things as:

- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

17 GENERAL MAINTENANCE

The Committee will arrange for general maintenance as required.

18 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

- Identify hazards;
- Eliminate or minimise any hazards and where appropriate put controls in place and;
- Regularly check the control measures are in place;
- Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

As agreed at a committee meeting held 30 January 2025, a site-specific Health & Safety Plan has been requested from Solutions in Engineering. Once completed, it will be reviewed and approved by the committee.

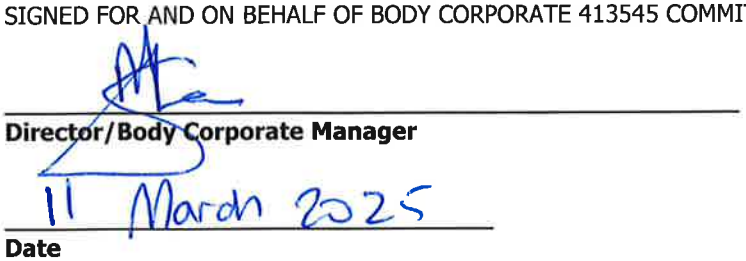
19 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was discussed:

(a) **Ordinary Motion**
That the body corporate purchase a rowing machine for the gym. [PU201]

SIGNED FOR AND ON BEHALF OF BODY CORPORATE 413545 COMMITTEE / CHAIRPERSON:



Director/Body Corporate Manager

11 March 2025

Date

Please Note: If you require any information or background relating to this agenda or any other Body Corporate matter, you may Google Unit Titles Act 2010 or Unit Titles Regulations 2011.

Please contact Quay Property Management Limited on 07 578 9182 or meetings@quayproperty.co.nz if you have any questions about this notice.

Attending the Meeting or Voting by Proxy
You should bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed postal or proxy form and return it to our office.

A proxy given to a caretaker, on-site residential manager or Body Corporate Manager is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on, the proxy.

Voting at the Meeting
You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company/trust nominee in person or by the company's proxy.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- all contribution levied by the Body Corporate that are payable at the date of his notice including any monies outstanding on a payment plan; and
- any other money that is recoverable by the Body Corporate from you at the date of this notice If you are an owner, your vote does not count if a vote is cast on the same motion by:
- the mortgagee shown on the strata roll for your lot;
- the covenant charge shown on the strata roll for your lot; or
- in the case of multiple mortgagees or covenant chargees - the priority mortgagee or chargee shown on the strata roll for your lot and if you have received at least two days' notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Resolutions
For voting purposes:
- an ordinary resolution is passed if the majority of votes are cast in favour of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it a unanimous resolution is passed if no vote is cast against it.

Quorum
For a valid meeting 25% of owners who are financial must be present either in person or by proxy.
Note that the minimum number for a valid meeting is two persons who are financial.

Election of Owners Committee
The Owners Committee is chosen by:
- calling for nomination
- determining the number of members of the owners committee; and
- conducting a ballot for the election of member if the nomination exceed the available position.

Auditor
The Body Corporate must consider if they wish to appoint an auditor or have the financial statements independently reviewed by an accountant.

Long Term Maintenance Plan
All Body Corporate's must prepare a 10 year Long Term Maintenance Plan and update it every 3 years. Large Body Corporate's must prepare a 30 year Long Term Maintenance Plan, though for years 11-30 lesser detail is required.

ANNUAL GENERAL MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545
Held On: Tuesday 26 March 2024
At: Quayside Apartments, Whakatane
Meeting Opened At: 3.00 pm

BODY CORPORATE CHAIRPERSON
DAIMEN JONES

MEETING CHAIRPERSON
DAVID SHEA

Daimen asked David Shea to Chair so he could contribute as the Manager/Committee.

AGENDA ITEMS

1 QUORUM

PRESENT
Daimen and Rebecca Jones, Roger & Wendy Angell, Anna Heath, David Eves, Clive Wickham, Stan Anderson, Steve Haddock, Simon Woolley, Jan Latham, Graeme Ennis, Hazel & Ollie Lawrence, Wendy Waller, David Price, Christine Wilkins, Maurie Griffin, Peter Collette (via zoom), Bernard Whelan (arrived late/left early) and David Shea (Body Corporate Administrator).

APOLOGIES
Matthew Gerbert, Guy & Kate Vautier, Matthew & Lisa Preston, Meagan Haddock, Vaughn Hobbs, Mike Price, Rosetta Griffin and Daniella & Graeme Dunning.

POSTAL VOTES
Guy & Kate Vautier and Matthew & Lisa Preston

PROXY APPOINTMENTS
Daniella & Graeme Dunning → Daimen Jones

2 PREVIOUS MINUTES

Ordinary Resolution:
That the minutes of the last annual general meeting of the Body Corporate on 23 March 2023 are confirmed as a true record of the proceedings of that meeting.
PASSED - Roger Angell / Christine Wilkins

3 MATTERS ARISING

There was a query on carpark repairs. Daimen confirmed he is obtaining a proposal for repair options and costings from SS Build. When available and after looking at other options from appropriate contractors he will report back to the Committee in the first instance.

4 ELECTION OF CHAIRPERSON

The Chair thanked Maurie for his help with Body Corporate matters and knowledge of the building and also help with maintenance. Thanks, were also give to Meagan for her work on the Committee.

The following nominations were received;

- Daimen Jones Unit 107

Ordinary Resolution:
That Daimen Jones be elected as Chairperson of the Body Corporate and Body Corporate Committee and serve as such until the earlier of the next AGM, or their resignation.
PASSED – 1 Against: Roger Angell

5 ELECTION OF COMMITTEE

The following nominations for the Body Corporate Committee were received:

- Daimen Jones Unit 107
- Simon Woolley Unit 204
- Mike Price Unit 205
- Brendon Butt Unit 208
- Graeme Ennis Unit 209
- Christine Wilkins Unit 303
- Graeme Dunning Unit 309
- Peter Collett Unit 311

That there being the same or fewer nominations than vacancies, all nominees are elected to the Committee.

6 DELEGATION OF POWERS

Special Resolution:

That the powers and duties of the Body Corporate that may be delegated are delegated to the Committee.

PASSED

The Body Corporate may also delegate the Chairpersons duties to the Committee. These are set out in Regulation 11 of the Unit Titles Regulations 2011.

Ordinary Resolution:

That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.

PASSED

7 COMMITTEE REPORTING / DUTIES

Ordinary Resolution:

The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

PASSED

8 APPOINTMENT OF BODY CORPORATE MANAGER

Ordinary Resolution:

That the Body Corporate renew the appointment of Quay Property Management Limited (QPML), as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.

PASSED

9 LONG-TERM MAINTENANCE PLAN

Note: *As of May 2024, all large bodies corporate (10 units or more) must have a compliant Long Term Maintenance Plan covering 30 years of future maintenance. Your existing plan can be amended during a review to cover this new regulation and the review period of 3 years will start from that point. The Long-Term Maintenance Plan must be reviewed at least once every 3 years (Regulation 30(2)). If the Body Corporate becomes aware of a matter that may materially impact the Long-Term Maintenance Plan, the LTMP must be reviewed as soon as reasonably practicable. Unless resolved otherwise, the Body Corporate must also consult with a building provisional, or other appropriately qualified professionals, when developing or reviewing the LTMP.*

The chair advised that Solutions in Engineering will be contracted to prepare the now mandatory 30-year plan. This will mean given the new 30-year term of the plan that extra items will be required to be included. It was confirmed the old plan will be defunct, however this will be used as the basis of the updated plan. The new plan must commence by 9 May 2024. It was confirmed that cost for the likes of pool replacement and other more significant maintenance items will need to be incorporated into the plan to be spread over the term of the plan. Contributions will be based on the cashflow requirements and timing of undertaking the items that appear in the plan.

There was a query as to whether the car park resurfacing work can be included. After discussion it was suggested and agreed this cost should go into the plan.

The Chair confirmed he will assist the author of the plan on site and identify the items to appear in the plan.

Ordinary Resolution:

That the Body Corporate Committee review and approve the Long-Term Maintenance Plan in due course.

PASSED

10 FINANCIAL STATEMENTS / YEAR END 31 OCTOBER 2023

Roger queried the cost of the Long-Term Maintenance Plan at $1,800.00.

Ordinary Resolution:
That the financial accounts for the year end 31 October 2023 be approved and adopted without the requirement of review or specific verification under section 132(2) of the Act.
PASSED

Ordinary Resolution:
That the Body Corporate retain the previous year surplus in revenue reserve.
PASSED

11 INDEPENDENT REVIEW OF FINANCIAL STATEMENTS

It was noted there has not been an audit to date, however this is discussed, and a decision made around the need to audit at each and every AGM. In an email received prior to the meeting an owner (Kate Vautier) had asked for confirmation of when the last time was the Body Corporate had its accounts audited? It was confirmed they have not been audited to date. The Unit Titles Act requires accounts to be audited unless the Body Corporate agrees by special resolution not t6o have them audited as per the following resolution.

Special Resolution:
That by special resolution the Body Corporate agrees not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.
PASSED

12 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

13 ANNUAL BUDGET / LEVY COLLECTION

It was proposed to increase the budget for the Year Ending 31 October 2023 in order to cover the increase in insurance premium and other across the board price increases. You will note the amount budgeted for the Long-Term Maintenance Fund has increased to $50,000.00 up from $20,750.00 in the previous year. This is considered prudent given the requirement of a 30-year Long Term Maintenance Plan that is currently being finalized and as discussed earlier at this meeting. When the Plan is complete, more accurate annual contributions to the Long-Term Maintenance Fund will be known, however in the absence of any actual figure $50,000.00 this year is considered an appropriate amount.

Kate Vautier had also suggested amendments to the budget. These related to minor changes to line items but did not affect the budget total. It was agreed on balance however to leave the budget as tabled given any line item could vary during the year. Another suggestion from the floor was to consider increasing some of the budget items. It was suggested given the proposed budget has increased significantly from last year's there is no need to further increase. After discussion it was agreed to leave in the amount tabled.

There was a query on the insurance policy extension loss of rents cover not including cover for the retail /commercial Units. Wendy Angel had made enquiries about this to the Broker. It was confirmed this extension is included at no cost to the Body Corporate for the benefit of residential units only who rent their units (not by way of the letting pool).

Ordinary Resolution:
That the Body Corporate approve and adopt the annual budget **attached** to the Agenda as discussed and amended during the AGM, set at $381,935.00 plus GST, for the year ending 31 October 2024.
PASSED

Ordinary Resolution:
That the Body Corporate raise levies in accordance with the approved budget, ~~on a utility interest basis, with~~ levy payments due on 1 November 2023 and 1 May 2024.
PASSED

Ordinary Resolution:
That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owner, will need to be paid by the Body Corporate in the interim. The Body Corporate may charge interest on overdue levies.
PASSED

Ordinary Resolution:
That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.
PASSED

Ordinary Resolution:
That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the unit owners for approval for unexpected expenses outside of the budget.
PASSED

GST
Note: Your Body Corporate is registered for GST.

14 BODY CORPORATE RULES

No changes to the operational rules have been proposed.

15 INSURANCE VALUATION

Ordinary Resolution:
That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.
PASSED

16 INSURANCE

Ordinary Resolutions:

- That the Body Corporate remains with the existing broker.
- That insurance is renewed according to the most cost-effective cover.
- That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of $1,000,000.00.
- That the unit owner is to pay any excess in the event of a claim, except where the claim relates to common property, in which case the Body Corporate is to pay the excess.

PASSED

Material Facts - Disclosure:
Note: *You must disclose all information that is relevant to the Insurer's decision to insure. This includes but is not limited to such things as:*

- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

If you are unsure whether a circumstance needs to be disclosed, please contact your broker for advice. If in doubt - disclose.

17 GENERAL MAINTENANCE

The Committee will arrange for general maintenance as required.

18 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

1. Identify hazards
2. Eliminate or minimise any hazards and where appropriate put controls in place; and
3. Regularly check the control measures are in place
4. Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

It was confirmed that the Committee is looking into a Health and Safety Plan.

19 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was discussed:

(a) Update on Exterior
The Manager confirmed that at the end of this week, one elevation (north side) will be complete and that SS build plan to be on site until the work is complete. Now they have worked on other areas of the building and have a better understanding of the time needed to carry out the remaining work which is to be completed as soon as possible. The cost is on a charge up basis as per original estimates. The Manager is monitoring the work and the contractors.

It was suggested that overall this has not been a good job to date with wrong products specified and used initially. The Manager confirmed that the cost of the original product has been credited back together with the time spent on application. This was no fault of SS Build who used the product specified by the manufacturer and is considered proactive and transparent in terms of identifying the product not being suitable and dealing with the manufacturer.

It was confirmed SS Build have only paid for what work they have done excluding the initial work (as per above).

There was a query on the timing of the next instalment of the extraordinary levy given the delay? It is understood that the work will be completed within weeks of the due date of the levy and accordingly the date remains as per the initial timeframe.

(b) EV Chargers

There was a query as to there having been any requests to instal fast chargers in the building? It was confirmed there is one in use and the Managers are checking on any insurance conditions around this. There are fast chargers located just across the road which is an advantage for EV Owners.

Peter queried if charging scooters and the like there is more risk for the building and that any insurability risk needs to be understood and insurance cover not compromised. It is understood there is no advisory yet from insurers around EV Charging who may be more concerned around tools / bikes etc being charged within apartments. Quay Property Management Limited is to get confirmation form the insurer around EV or general chargers in writing.

There is also a the issue of the cost for power usage for charging EV's and other charging. This is problematic given there are very few power outlets. It was suggested that if there is sufficient requirement for EV charging going forward there will need to be a wider investigation as to there being sufficient power available in the building and how usage can be charged to Owners.

(c) Maurie raised his concerns with initial estimates being increased by SS Build however he hoped that the estimate is a robust figure but realistically this is unknown. The Manager confirmed that given the entire job is on charge up this depends entirely on how efficiently and quickly the work can be done.

Maurie is also concerned with the method of removal of the old sealant material - Daimen confirmed however the methodology is different from where they started the job and he thinks the current methodology is satisfactory.

It was confirmed there will be a fifteen-year warranty on the product.

CLOSURE

The meeting closed at 4.27 pm.

Long-Term Maintenance Plan

Quayside Apartments

11 George Street

Whakatane 3158

Unit Plan 413545

Report details	
Inspection date:	30/09/2024
Inspector:	Jared Fisher

P > 0800 136 036 F > 0800 136 037 W > www.solutionsinengineering.com

1/11/2024

The Body Corporate Committee Members
Quayside Apartments
11 George Street
Whakatane 3158

Dear Committee Members,

Thank you for appointing our company to conduct your Long-Term Maintenance Plan.

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in the short term to cover its forecast maintenance expenses. We recommend that the levies initially be set at the level shown in this report. Once the short-term expenses have been paid for, we recommend that this report be updated to confirm that the levies can be reduced to the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual long-term maintenance fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Utility Interest (Total long term maintenance fund levy divided by utility interests)	$1.939
Total Utility Interests	100000
Total Long Term Maintenance Fund Levy	$193,890.00

The data used to arrive at the above figures is in the attached report (which includes GST). It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	**Page No.**
Owners Report Summary	**Section 1**
Building Details and Report Inputs Page	2
30 Year Cash Flow Tracking & Graph with New Levies	4
Report Detail	**Section 2**
30 Year Anticipated Expenditure Table	6
Building Data List from Property Inspection	16
Inspector's Building Report & Building Specific Report Notes	33
Report Notes	35

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Yours sincerely,

The Team at Solutions in Engineering

Building Details & Report Inputs

Supplied information

Building Name	Quayside Apartments
Building Address	11 George Street Whakatane 3158
Unit Plan No.	413545
Plan Type	Unit Plan
Registered Plan Date/Year of Construction	2009
Number of Utility Interests	100000
Number of Units	55
Estimated Long Term Maintenance Fund Balance	$273,467
Starting date of Financial Year for Report	1/11/2024
GST Status	Registered for GST
Current Long-Term Maintenance Levy per Utility interests (Inc. GST)	0.575

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over $10,000) Years 1 - 3	4.50%
Assumed Interest Rate on invested funds (For funds over $10,000) Years 4 - 30	3.50%
Company Taxation Rate	28.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 1 - 3	3.24%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over $10,000 - Years 4 - 30	2.52%
Contingency Allowance - For minor and/or unforeseen expenses	10%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	4.50%
Forecast Period - Number of years the plan forecasts	30 years

30 Year Levy Table

Year	Year To	Total Contribution		Contribution per Utility Interest		Quarterly Contribution	
	dd/mm/yyyy	Including GST	GST Component	Including GST	GST Component	Including GST	GST Component
1	31/10/2025	193,890.00	25,290.00	1.939	0.253	0.485	0.063
2	31/10/2026	201,645.60	26,301.60	2.016	0.263	0.504	0.066
3	31/10/2027	209,711.42	27,353.66	2.097	0.274	0.524	0.068
4	31/10/2028	218,099.88	28,447.81	2.181	0.284	0.545	0.071
5	31/10/2029	226,823.87	29,585.72	2.268	0.296	0.567	0.074
6	31/10/2030	235,896.83	30,769.15	2.359	0.308	0.590	0.077
7	31/10/2031	245,332.71	31,999.92	2.453	0.320	0.613	0.080
8	31/10/2032	255,146.02	33,279.92	2.551	0.333	0.638	0.083
9	31/10/2033	265,351.85	34,611.11	2.654	0.346	0.664	0.087
10	31/10/2034	275,965.93	35,995.56	2.760	0.360	0.690	0.090
11	31/10/2035	287,004.56	37,435.38	2.870	0.374	0.718	0.094
12	31/10/2036	298,484.74	38,932.79	2.985	0.389	0.746	0.097
13	31/10/2037	310,424.13	40,490.10	3.104	0.405	0.776	0.101
14	31/10/2038	322,841.10	42,109.71	3.228	0.421	0.807	0.105
15	31/10/2039	335,754.75	43,794.10	3.358	0.438	0.840	0.110
16	31/10/2040	311,420.00	40,620.00	3.114	0.406	0.779	0.102
17	31/10/2041	323,876.80	42,244.80	3.239	0.422	0.810	0.106
18	31/10/2042	336,831.87	43,934.59	3.368	0.439	0.842	0.110
19	31/10/2043	350,305.15	45,691.98	3.503	0.457	0.876	0.114
20	31/10/2044	364,317.36	47,519.66	3.643	0.475	0.911	0.119
21	31/10/2045	378,890.05	49,420.44	3.789	0.494	0.947	0.124
22	31/10/2046	394,045.65	51,397.26	3.940	0.514	0.985	0.128
23	31/10/2047	409,807.48	53,453.15	4.098	0.535	1.025	0.134
24	31/10/2048	426,199.78	55,591.28	4.262	0.556	1.066	0.139
25	31/10/2049	443,247.77	57,814.93	4.432	0.578	1.108	0.145
26	31/10/2050	460,977.67	60,127.52	4.610	0.601	1.153	0.150
27	31/10/2051	479,416.78	62,532.62	4.794	0.625	1.199	0.156
28	31/10/2052	498,593.46	65,033.93	4.986	0.650	1.247	0.163
29	31/10/2053	518,537.20	67,635.29	5.185	0.676	1.296	0.169
30	31/10/2054	539,278.69	70,340.70	5.393	0.703	1.348	0.176

30 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated **'Opening Balance'** at the start of the first financial year which you provided to us. We then add the **'Total Levy Contributions'** for the year and any **'Interest'** on balances greater than $10,000. Any **'Anticipated Expenses'** (including contingency allowance) are then allowed for leaving a **'Closing Balance'** for the year which in turn becomes the **'Opening Balance'** for the following year. In summary:

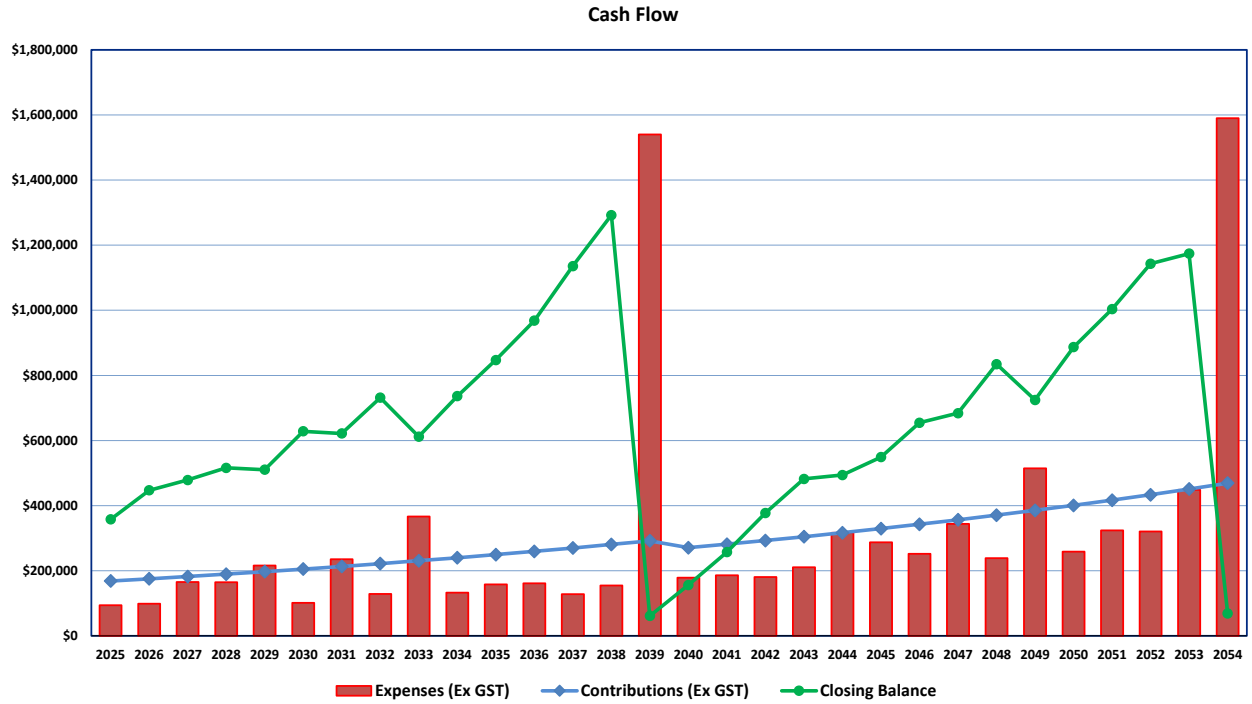
Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Exc. GST)	Closing Balance
1	31/10/2025	273,467.00	168,600.00	10,064.23	94,285.22	357,846.01
2	31/10/2026	357,846.01	175,344.00	12,829.59	99,086.09	446,933.51
3	31/10/2027	446,933.51	182,357.76	14,756.02	165,359.13	478,688.16
4	31/10/2028	478,688.16	189,652.07	12,378.92	164,574.78	516,144.37
5	31/10/2029	516,144.37	197,238.15	12,773.32	215,771.30	510,384.54
6	31/10/2030	510,384.54	205,127.68	14,169.01	101,372.17	628,309.06
7	31/10/2031	628,309.06	213,332.79	15,554.89	235,435.65	621,761.09
8	31/10/2032	621,761.09	221,866.10	16,839.72	128,902.61	731,564.30
9	31/10/2033	731,564.30	230,740.74	16,719.78	366,902.61	612,122.21
10	31/10/2034	612,122.21	239,970.37	16,778.71	132,571.30	736,299.99
11	31/10/2035	736,299.99	249,569.18	19,704.61	158,311.30	847,262.48
12	31/10/2036	847,262.48	259,551.95	22,588.28	161,356.52	968,046.19
13	31/10/2037	968,046.19	269,934.03	26,179.24	128,308.70	1,135,850.76
14	31/10/2038	1,135,850.76	280,731.39	30,213.92	154,502.61	1,292,293.46
15	31/10/2039	1,292,293.46	291,960.65	16,844.71	1,539,666.09	61,432.73
16	31/10/2040	61,432.73	270,800.00	2,707.37	178,794.78	156,145.32
17	31/10/2041	156,145.32	281,632.00	5,143.24	185,728.70	257,191.86
18	31/10/2042	257,191.86	292,897.28	7,895.26	180,673.04	377,311.36
19	31/10/2043	377,311.36	304,613.17	10,692.35	210,636.52	481,980.36
20	31/10/2044	481,980.36	316,797.70	12,146.38	316,760.00	494,164.44
21	31/10/2045	494,164.44	329,469.61	12,980.54	287,596.52	549,018.07
22	31/10/2046	549,018.07	342,648.39	14,977.98	251,955.65	654,688.79
23	31/10/2047	654,688.79	356,354.33	16,656.88	343,757.39	683,942.61
24	31/10/2048	683,942.61	370,608.50	18,895.85	238,823.48	834,623.48
25	31/10/2049	834,623.48	385,432.84	19,402.53	514,796.52	724,662.33
26	31/10/2050	724,662.33	400,850.15	20,050.49	258,866.09	886,696.88
27	31/10/2051	886,696.88	416,884.16	23,519.14	323,679.13	1,003,421.05
28	31/10/2052	1,003,421.05	433,559.53	26,710.57	320,514.78	1,143,176.37
29	31/10/2053	1,143,176.37	450,901.91	28,834.45	448,806.09	1,174,106.64
30	31/10/2054	1,174,106.64	468,937.99	15,465.81	1,589,706.09	68,804.35

30 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

- Contributions line - Total maintenance fund contributions per year.
- Expenses line – Total anticipated expenses in each year.
- Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 30 years. From left to right the columns are:

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 1 to 15 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the '**Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - this is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	98,571	98,571	98,571	98,571	98,571	98,571	98,571	98,571	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	134,141	-	-	-	-	-	-	-	134,141	134,141	134,141	134,141	134,141	134,141	134,141	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	182,547	-	-	-	-	-	-	-	-	-	-	-	-	-	-	182,547
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	370,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	716,055

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	9,097	-	-	-	-	-	-	12,380	-	-	-	-	-	-	16,847	-
Concrete panel expansion joint - replacement - allowance	13,300	-	-	-	-	16,574	-	-	-	-	-	-	-	-	-	25,739
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1,100	-	1,201	-	-	-	1,432	-	-	-	1,708	-	-	-	2,037	-
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	14,805	-	-	-	17,655	-	-	-	-	-	-	-	25,108	-	-	-
Balconies - waterproofing replacement	47,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	91,485
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	3,008	-	-	3,433	-	-	-	4,093	-	-	-	4,882	-	-	-	-
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	1,543	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**98,571**	**99,772**	**102,004**	**116,226**	**115,145**	**100,003**	**115,044**	**134,141**	**134,141**	**135,849**	**139,023**	**159,249**	**134,141**	**153,025**	**1,015,826**
2. WORK AT HEIGHTS ACCESS																
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	11,499	-	-	-	-	14,330	-	-	-	-	-	-	-	-	-	22,254
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**14,330**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22,254**
3. ROOFING																
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Main roof - waterproofing replacement	159,434	-	-	-	-	-	-	-	-	236,934	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	5,301	-	-	6,049	-	-	-	7,214	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	2,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,129
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	3,300	-	-	3,766	-	-	-	4,491	-	-	-	5,355	-	-	-	6,386
Sub Total (Incl. GST)		**0**	**0**	**9,815**	**0**	**0**	**0**	**11,705**	**0**	**236,934**	**0**	**5,355**	**0**	**0**	**0**	**11,514**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
4. PROPERTY INTERIOR																
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	39,963	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	36,595	-	-	-	-	-	-	-	-	-	-	-	-
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	437	-	-	-	521	-	-	-	621	-	-	-	741	-	-	-
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	929	-	-	-	1,108	-	-	-	-	-	-	-	1,575	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**36,595**	**1,629**	**39,963**	**0**	**0**	**621**	**0**	**0**	**0**	**2,316**	**0**	**0**	**0**
5. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-
Driveway and parking - replacement of bitumen surface topcoat	62,037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,059
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	3,057	-	-	3,489	-	-	-	-	-	4,543	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	1,542	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	5,358	-	-	6,114	-	-	-	-	-	7,963	-	-	-	-	-	10,369
Concrete parking area - waterproofing membrane repaint	42,450	-	-	-	50,622	-	-	-	-	-	-	-	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	3,218	-	-	-	-	-	-	-	4,576	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	-	-	3,672	-	-	-	-	-	-	-	5,222	-
Entry security gate - replacement	7,700	-	-	-	-	9,596	-	-	-	-	-	-	-	-	-	-
Entry security gate motor - replacement	1,150	-	-	-	-	1,433	-	-	-	-	-	-	-	-	-	2,226
Sub Total (Incl. GST)		**0**	**0**	**12,821**	**50,622**	**11,029**	**3,672**	**0**	**0**	**12,505**	**0**	**4,576**	**0**	**0**	**5,222**	**132,654**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
6. SWIMMING POOL AND EXTERIOR DECKING																
Composite decking - inspection and repairs (Total: 101 m2) - 10%	670	-	732	-	-	-	873	-	-	-	1,040	-	-	-	1,241	-
Pool furniture - replacement - allowance	5,500	-	-	-	-	6,854	-	-	-	-	-	-	-	-	-	-
Pool cover - replacement - allowance	4,500	-	-	5,135	-	-	-	-	-	-	-	7,303	-	-	-	-
Pool resurfacing and repairs	23,000	-	-	-	-	28,662	-	-	-	-	-	-	-	-	-	44,512
Pump replacement - allowance	1,726	-	-	-	-	-	-	-	-	-	-	-	2,927	-	-	-
Pump replacement - allowance	1,726	-	1,885	-	-	-	-	-	-	-	-	-	-	-	-	-
Filter replacement - allowance	2,476	-	-	-	-	-	-	-	-	-	-	-	4,199	-	-	-
Sub Total (Incl. GST)		**0**	**2,617**	**5,135**	**0**	**35,516**	**873**	**0**	**0**	**0**	**1,040**	**7,303**	**7,126**	**0**	**1,241**	**44,511**
7. GYMNASIUM, SAUNA AND TOILET AREA																
Gymnasium equipment - upgrade or replace - allowance	7,700	-	-	-	-	9,596	-	-	-	-	-	-	-	-	-	-
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	3,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,386
Sauna - replacement	4,995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,667
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**9,596**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16,053**
8. FIXTURES AND FITTINGS																
Letterbox replacement	3,916	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,579
Complex signage structure - maintain	750	-	-	856	-	-	-	-	-	-	-	1,217	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**856**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,217**	**0**	**0**	**0**	**7,579**
9. LIFTS																
Lift interior refurbishment	3,000	-	-	-	3,578	-	-	-	-	-	-	-	-	-	-	-
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	180,687	-	-	-	-	-	-	-	-	-	-	-	-	-	-	349,680
Sub Total (Incl. GST)		**0**	**0**	**0**	**3,578**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**349,680**
10. REFUSE																
Garbage systems and rubbish chute - repair or maintain	1,100	-	1,201	-	-	-	1,432	-	-	-	1,708	-	-	-	2,037	-
Sub Total (Incl. GST)		**0**	**1,201**	**0**	**0**	**0**	**1,432**	**0**	**0**	**0**	**1,708**	**0**	**0**	**0**	**2,037**	**0**

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
11. ELECTRICAL																
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security access system upgrades - common systems only - allowance - intercom and fob key access	30,525	-	-	-	-	-	-	41,540	-	-	-	-	-	-	-	-
CCTV camera and system upgrades - common systems only - allowance	26,679	-	-	-	-	-	-	36,306	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**77,846**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
12. FIRE PREVENTION																
Fire smoke curtain roller door - replacement	14,300	-	-	-	-	-	-	19,460	-	-	-	-	-	-	-	-
Control panel replacement or upgrade	11,277	-	-	-	-	-	-	15,346	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**34,806**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
13. WATER																
Plumbing and pipe maintenance - common systems only - allowance	4,950	-	-	5,649	-	-	-	6,736	-	-	-	8,033	-	-	-	9,580
Sub Total (Incl. GST)		**0**	**0**	**5,649**	**0**	**0**	**0**	**6,736**	**0**	**0**	**0**	**8,033**	**0**	**0**	**0**	**9,580**
Grand Total (Incl. GST)		**98,571**	**103,590**	**172,875**	**172,055**	**225,579**	**105,980**	**246,137**	**134,762**	**383,580**	**138,597**	**165,507**	**168,691**	**134,141**	**161,525**	**1,609,651**
Contingency Allowance (Incl. GST)		**9,857**	**10,359**	**17,288**	**17,206**	**22,558**	**10,598**	**24,614**	**13,476**	**38,358**	**13,860**	**16,551**	**16,869**	**13,414**	**16,153**	**160,965**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**108,428**	**113,949**	**190,163**	**189,261**	**248,137**	**116,578**	**270,751**	**148,238**	**421,938**	**152,457**	**182,058**	**185,560**	**147,555**	**177,678**	**1,770,616**

Anticipated Expenditures Table Year 16 - 30

This table shows when expenses will occur in years 16 - 30. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 16 to 30 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column, there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the '**Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
1. PROPERTY EXTERIOR																
Building wash - soft chemical wash recommended - this is included in the painting contract	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	98,571	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	134,141	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	182,547	182,547	182,547	182,547	182,547	182,547	182,547	-	-	-	-	-	-	-	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	248,422	248,422	248,422	248,422	248,422	248,422	248,422	-	-
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	248,422	-	-	-	-	-	-	-	-	-	-	-	-	-	248,422	248,422
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	370,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,385,768

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	9,097	-	-	-	-	-	22,927	-	-	-	-	-	-	31,200	-	-
Concrete panel expansion joint - replacement - allowance	13,300	-	-	-	-	-	-	-	-	-	39,972	-	-	-	-	-
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1,100	-	-	2,429	-	-	-	2,897	-	-	-	3,455	-	-	-	4,120
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	14,805	-	-	-	-	35,705	-	-	-	-	-	-	-	50,777	-	-
Balconies - waterproofing replacement	47,272	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	3,008	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	1,543	-	-	-	-	-	3,889	-	-	-	-	-	5,064	-	-	-
Sub Total (Incl. GST)		**182,547**	**182,547**	**184,976**	**182,547**	**218,252**	**209,363**	**251,319**	**248,422**	**248,422**	**288,394**	**251,877**	**253,486**	**330,399**	**248,422**	**1,638,310**
2. WORK AT HEIGHTS ACCESS																
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	11,499	-	-	-	-	-	-	-	-	-	34,559	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**34,559**	**0**	**0**	**0**	**0**	**0**
3. ROOFING																
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Main roof - waterproofing replacement	159,434	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	5,301	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	2,650	-	-	-	-	-	6,679	-	-	-	-	-	8,697	-	-	-
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	3,300	-	-	-	7,616	-	-	-	9,082	-	-	-	10,831	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**7,616**	**0**	**6,679**	**0**	**9,082**	**0**	**0**	**0**	**19,528**	**0**	**0**	**0**
4. PROPERTY INTERIOR																

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	-	-	-	-	-	96,378	-	-	-	-	-
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	32,068	-	-	-	-	-	-	-	88,256	-	-	-	-	-	-	-
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	437	884	-	-	-	1,054	-	-	-	1,257	-	-	-	1,499	-	-
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	929	-	-	-	-	2,240	-	-	-	-	-	-	-	3,186	-	-
Sub Total (Incl. GST)		**884**	**0**	**0**	**0**	**3,294**	**0**	**0**	**88,256**	**1,257**	**96,378**	**0**	**0**	**4,685**	**0**	**0**
5. DRIVEWAY AND WALKWAY																
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	0	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0
Driveway and parking - replacement of bitumen surface topcoat	62,037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	3,057	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	1,542	-	-	-	-	-	3,886	-	-	-	-	-	5,061	-	-	-
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	5,358	-	-	-	-	-	13,503	-	-	-	-	-	17,585	-	-	-
Concrete parking area - waterproofing membrane repaint	42,450	-	-	-	-	102,377	-	-	-	-	-	-	-	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	6,508	-	-	-	-	-	-	-	9,255	-	-	-
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	2,820	-	-	-	-	-	-	7,427	-	-	-	-	-	-	-	10,562
Entry security gate - replacement	7,700	-	-	-	-	-	-	-	-	-	23,142	-	-	-	-	-
Entry security gate motor - replacement	1,150	-	-	-	-	-	-	-	-	-	3,456	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**6,508**	**102,377**	**17,389**	**7,427**	**0**	**0**	**26,598**	**0**	**31,901**	**0**	**0**	**10,562**
6. SWIMMING POOL AND EXTERIOR DECKING																
Composite decking - inspection and repairs (Total: 101 m2) - 10%	670	-	-	1,480	-	-	-	1,765	-	-	-	2,104	-	-	-	2,509
Pool furniture - replacement - allowance	5,500	-	11,624	-	-	-	-	-	-	-	-	-	-	-	19,712	-

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
Pool cover - replacement - allowance	4,500	-	-	-	10,385	-	-	-	-	-	-	-	14,769	-	-	-
Pool resurfacing and repairs	23,000	-	-	-	-	-	-	-	-	-	69,125	-	-	-	-	-
Pump replacement - allowance	1,726	-	-	-	-	-	-	-	-	-	-	5,421	-	-	-	-
Pump replacement - allowance	1,726	3,491	-	-	-	-	-	-	-	-	-	-	-	-	-	6,464
Filter replacement - allowance	2,476	-	-	-	-	-	-	-	-	-	-	7,776	-	-	-	-
Sub Total (Incl. GST)		**3,491**	**11,624**	**1,480**	**10,385**	**0**	**0**	**1,765**	**0**	**0**	**69,125**	**15,301**	**14,769**	**0**	**19,712**	**8,973**
7. GYMNASIUM, SAUNA AND TOILET AREA																
Gymnasium equipment - upgrade or replace - allowance	7,700	-	-	-	-	-	-	-	-	-	23,142	-	-	-	-	-
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	3,300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sauna - replacement	4,995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**23,142**	**0**	**0**	**0**	**0**	**0**
8. FIXTURES AND FITTINGS																
Letterbox replacement	3,916	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Complex signage structure - maintain	750	-	-	-	1,731	-	-	-	-	-	-	-	2,462	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**1,731**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2,462**	**0**	**0**	**0**
9. LIFTS																
Lift interior refurbishment	3,000	-	-	-	-	7,235	-	-	-	-	-	-	-	-	-	-
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	180,687	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**7,235**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
10. REFUSE																
Garbage systems and rubbish chute - repair or maintain	1,100	-	-	2,429	-	-	-	2,897	-	-	-	3,455	-	-	-	4,120
Sub Total (Incl. GST)		**0**	**0**	**2,429**	**0**	**0**	**0**	**2,897**	**0**	**0**	**0**	**3,455**	**0**	**0**	**0**	**4,120**
11. ELECTRICAL																
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical maintenance - common systems only - allowance - this is included in the operating cost	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security access system upgrades - common systems only - allowance - intercom and fob key access	30,525	-	-	-	-	-	-	-	-	-	-	-	-	-	109,403	-

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
CCTV camera and system upgrades - common systems only - allowance	26,679	-	-	-	-	-	67,238	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**67,238**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,403**	**0**
12. FIRE PREVENTION																
Fire smoke curtain roller door - replacement	14,300	-	-	-	-	-	-	-	-	-	-	-	-	-	51,252	-
Control panel replacement or upgrade	11,277	-	-	-	-	-	-	-	-	-	-	-	-	-	40,417	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**91,669**	**0**
13. WATER																
Plumbing and pipe maintenance - common systems only - allowance	4,950	-	-	-	11,424	-	-	-	13,623	-	-	-	16,246	-	-	-
Sub Total (Incl. GST)		**0**	**0**	**0**	**11,424**	**0**	**0**	**0**	**13,623**	**0**	**0**	**0**	**16,246**	**0**	**0**	**0**
Grand Total (Incl. GST)		**186,922**	**194,171**	**188,885**	**220,211**	**331,158**	**300,669**	**263,408**	**359,383**	**249,679**	**538,196**	**270,633**	**338,392**	**335,084**	**469,206**	**1,661,965**
Contingency Allowance (Incl. GST)		**18,692**	**19,417**	**18,889**	**22,021**	**33,116**	**30,067**	**26,341**	**35,938**	**24,968**	**53,820**	**27,063**	**33,839**	**33,508**	**46,921**	**166,197**
Grand Total Expenses (Incl. Contingency Allowance and GST)		**205,614**	**213,588**	**207,774**	**242,232**	**364,274**	**330,736**	**289,749**	**395,321**	**274,647**	**592,016**	**297,696**	**372,231**	**368,592**	**516,127**	**1,828,162**

Building Data List from the Property Inspection for Quayside Apartments

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:

'Items' – identifies and describes the maintenance item
'Qty' – lets you know the quantity of that item in scope
'Unit' – is the unit rate used to measure the quantity
'Rate' – is the cost of each unit in dollars
'Value' - is the quantity (Qty) multiplied by the Rate ($)
'Next Due' - is the remaining life in years until an item needs money spent on it.
'Total Life' - is the total life of the item after it is replaced, repaired or repainted.
'Comments' - details any useful explanatory notes for the item.

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
1. PROPERTY EXTERIOR							
Building wash - soft chemical wash recommended - this is included in the painting contract	1	m2	0.00	0.00	1	1	This is included in the painting contract
7 Year Painting Contract - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	98,571.10	98,571.00	1	1	Quotation provided Programmed Maintenance Services Ltd
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	134,141.00	134,141.00	8	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	182,547.00	182,547.00	15	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	248,422.00	248,422.00	22	1	Quotation required if painting contract is to be renewed
Assumed renewal of 7 Year Painting Contract with inflation added - Building wash, repaint and repair of the entire complex - includes exterior, interior, steel structures and driveway waterproof repairs	1	Item	248,422.00	248,422.00	29	1	Quotation required if painting contract is to be renewed
Aluminium ACM panels - silicone replacement - entire complex resealed in 2023/24	1	Item	370,000.00	370,000.00	15	15	Quotation required for the next re-sealant - Cost was provided by the BC for the work recently completed
Aluminium ACM panels - inspection and repairs - repair as required (Total: 1691 m2) - 10%	170	m2	53.51	9,097.00	7	7	Quotation required - Future funding or repair as required
Concrete panel expansion joint - replacement - allowance	1	Item	13,300.00	13,300.00	5	10	Quotation required
Main entry automatic glass entry doors - repair or maintain - seals and mechanisms	1	Item	1,100.00	1,100.00	2	4	Quotation required
Balcony handrail and balustrade inspection and repairs - fixtures, fittings and structure (Total: 465 lm) - 10%	47	lm	315.00	14,805.00	4	8	Repair as required
Balconies - waterproofing replacement	390	m2	121.21	47,272.00	15	30	Quotation required

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
Balconies - waterproofing membrane inspection and repairs (Total: 390 m2) - 10%	39	m2	77.13	3,008.00	3	4	Future funding or repair as required
Balconies - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 390 m2) - 5%	20	m2	77.13	1,543.00	21	6	Future funding or repair as required
2. WORK AT HEIGHTS ACCESS							
Working at heights equipment - methods to elevations by contractor - exterior - cladding inspection and repairs	1691	m2	6.80	11,499.00	5	10	Quotation required
3. ROOFING							
Roofing wash and lichen treatment - soft chemical wash recommended - this is included in the operating cost	1591	m2	0.00	0.00	1	1	This is included in the operating cost
Main roof - waterproofing replacement	1591	m2	100.21	159,434.00	9	24	Quotation required
Main roof - waterproofing membrane inspection and repairs (Total: 1591 m2) - 10%	160	m2	33.13	5,301.00	3	4	Future funding or repair as required
Main roof - waterproofing membrane inspection and repairs - following the replacement of the membrane (Total: 1591 m2) - 5%	80	m2	33.13	2,650.00	15	6	Future funding or repair as required
Gutter, rain heads, down pipes and roof-drains - inspection and repairs - allowance	1	Item	3,300.00	3,300.00	3	4	Ongoing maintenance program
4. PROPERTY INTERIOR							
The repaint of the interior is included in the 7 year painting contract - Repaint walls doors and ceilings	2830	m2	0.00	0.00	0	10	Quotation required
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	336	m2	95.44	32,068.00	5	20	Quotation required
Floor - carpet replacement - staged replacement (Total: 671 m2) - 50%	336	m2	95.44	32,068.00	3	20	Quotation required
Main entry - tile repairs - sealing, grouting and the like (Total: 11 m2) - 10%	2	m2	218.38	437.00	4	4	Ongoing maintenance program
Stair access - handrail and balustrade inspection and repairs (Total: 94 lm) - 10%	10	lm	92.85	929.00	4	8	Ongoing maintenance program
5. DRIVEWAY AND WALKWAY							
Drainage maintenance - allowance - catch pit inspection, clear outs and drainage grate maintenance - this is included in the operating cost	1	Item	0.00	0.00	2	2	This is included in the operating cost - Ongoing maintenance program
Driveway and parking - replacement of bitumen surface topcoat	1109	m2	55.94	62,037.00	15	30	Quotation required
Driveway and parking - bitumen surface repair and reprofile (Total: 1109 m2) - 10%	111	m2	27.54	3,057.00	3	6	Future funding or repair as required
Driveway and parking - bitumen surface repair and reprofile - following the replacement of the top coat (Total: 1109 m2) - 5%	56	m2	27.54	1,542.00	21	6	Future funding or repair as required

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
Driveway and parking - concrete surface repairs and cleaning (Total: 2272 m2) - 5%	114	m2	47.00	5,358.00	3	6	Future funding or repair as required
Concrete parking area - waterproofing membrane repaint	1279	m2	33.19	42,450.00	4	16	Quotation required
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	188	lm	15.00	2,820.00	3	8	Repaint as required
Line marking and surface signage repaint - staged repaint as required (Total: 375 lm) - 50%	188	lm	15.00	2,820.00	6	8	Repaint as required
Entry security gate - replacement	1	Item	7,700.00	7,700.00	5	20	Quotation required. Replace as required
Entry security gate motor - replacement	1	Item	1,150.00	1,150.00	5	10	Quotation required. Replace as required
6. SWIMMING POOL AND EXTERIOR DECKING							
Composite decking - inspection and repairs (Total: 101 m2) - 10%	10	m2	67.00	670.00	2	4	Ongoing maintenance program
Pool furniture - replacement - allowance	1	lm	5,500.00	5,500.00	5	12	Replace as required
Pool cover - replacement - allowance	1	lm	4,500.00	4,500.00	3	8	Replace as required
Pool resurfacing and repairs	1	Item	23,000.00	23,000.00	5	10	Quotation required
Pump replacement - allowance	1	ea	1,725.89	1,726.00	12	14	Quotation required
Pump replacement - allowance	1	ea	1,725.89	1,726.00	2	14	Quotation required
Filter replacement - allowance	1	ea	2,476.37	2,476.00	12	14	Quotation required
7. GYMNASIUM, SAUNA AND TOILET AREA							
Gymnasium equipment - upgrade or replace - allowance	1	Item	7,700.00	7,700.00	5	20	Replace as required
Toilet and changing area - upgrade or replace - fixtures and fittings - allowance	1	Item	3,300.00	3,300.00	15	30	Quotation required
Sauna - replacement	1	Item	4,995.00	4,995.00	15	30	Quotation required
8. FIXTURES AND FITTINGS							
Letterbox replacement	44	ea	89.00	3,916.00	15	30	Quotation required
Complex signage structure - maintain	1	ea	750.00	750.00	3	8	Ongoing maintenance program
9. LIFTS							
Lift interior refurbishment	2	ea	1,500.00	3,000.00	4	16	Quotation required
Lift motor and control overhaul / upgrade - allowance over and above Lift contract works	2	ea	90,343.44	180,687.00	15	30	This is an estimate only - lifts need to be individually inspected by a licensed contractor to provide an accurate quote.
10. REFUSE							
Garbage systems and rubbish chute - repair or maintain	1	Item	1,100.00	1,100.00	2	4	Ongoing maintenance program

Items	Qty	Unit	Rate ($)	Value ($)	Next Due	Total Life	Comments
11. ELECTRICAL							
Light fitting maintenance - common systems only - allowance - this is included in the operating cost	1	Item	0.00	0.00	0	2	This is included in the operating cost - Ongoing maintenance program
Electrical maintenance - common systems only - allowance - this is included in the operating cost	1	Item	0.00	0.00	0	2	This is included in the operating cost - Ongoing maintenance program
Security access system upgrades - common systems only - allowance - intercom and fob key access	55	Item	555.00	30,525.00	7	22	Upgrade as required
CCTV camera and system upgrades - common systems only - allowance	1	Item	26,678.53	26,679.00	7	14	Upgrade as required - Quote provided by Nutech Security Ltd
12. FIRE PREVENTION							
Fire smoke curtain roller door - replacement	1	Item	14,300.00	14,300.00	7	22	Quotation required - Replace as required
Control panel replacement or upgrade	1	Item	11,277.23	11,277.00	7	22	Quotation required - Replace as required
13. WATER							
Plumbing and pipe maintenance - common systems only - allowance	55	Item	90.00	4,950.00	3	4	Ongoing maintenance program

Building Photo Section

Item Group

PROPERTY EXTERIOR

A painting contract is currently in place for the building. The building has a regular wash and maintenance program. The building was in good condition at the time of inspection. The building is recommended a regular wash at least every 2 years and a re-paint every 10 years. This is reflected in the report.

Item Group

WORK AT HEIGHTS ACCESS

The working at heights equipment is required to carry out painting and repairs on the building. It is recommended to carry out any other maintenance work while the scaffolding is available. This is reflected in the report.

Item Group

ROOFING

A roofing inspection and regular wash and treatment is recommended for the building. The roofing was in fair condition from the observation. The roofing, gutters and flashings require regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

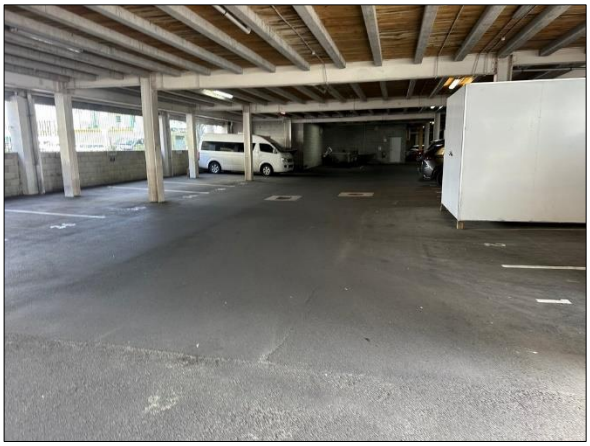
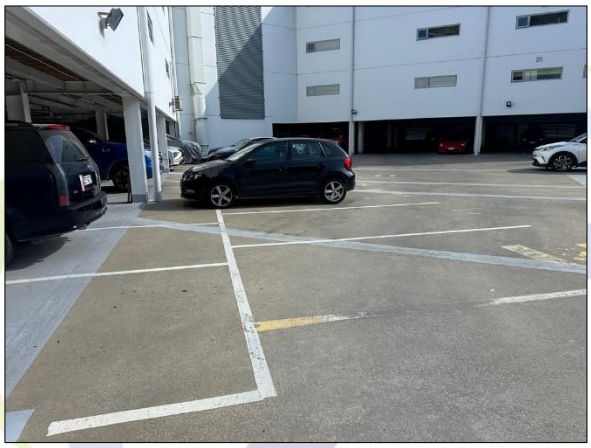
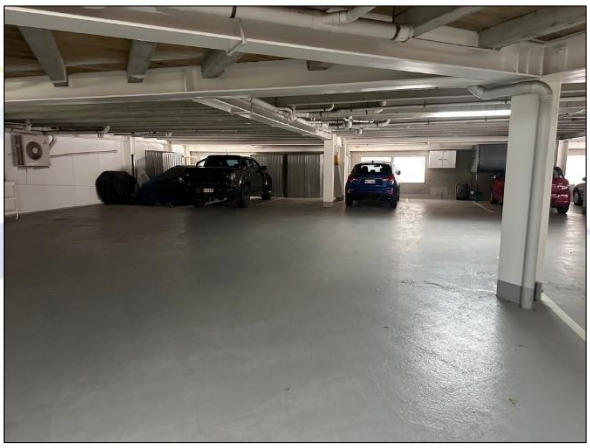
Item Group

PROPERTY INTERIOR

A painting contract is currently in place for the building. The building interior was in good to fair condition at the time of inspection. The building interior is recommended a re-paint every 8-10 years. The flooring and stair handrails also will require regular repairs and maintenance This is reflected in the report.

Item Group

DRIVEWAY AND WALKWAY

The concrete and bitumen driveway was in good condition at the time of inspection. The concrete and bitumen driveway requires regular maintenance, cleaning, inspections and or repairs. This is reflected in the report.

Item Group

SWIMMING POOL AND EXTERIOR DECKING

The swimming pool, decking and plant require regular maintenance, cleaning, inspections, replacement and or repairs. This is reflected in the report.

Item Group

GYMNASIUM, SAUNA AND TOILET AREA

The gymnasium, sauna and toilet were in good condition at the time of inspection. The gymnasium, sauna and toilet requires regular maintenance, cleaning, replacement and or repairs. This is reflected in the report.

Item Group

FIXTURES AND FITTINGS

The letterboxes and complex signage were in good condition at the time of inspection. As the letterboxes and complex signage have a life span a replacement or repair cost has been allowed for in the report.

Item Group

LIFTS

The lifts were in good condition at the time of inspection. The lifts and its components require regular maintenance and a replacement or repair cost in the long term plan . This is reflected in the report.

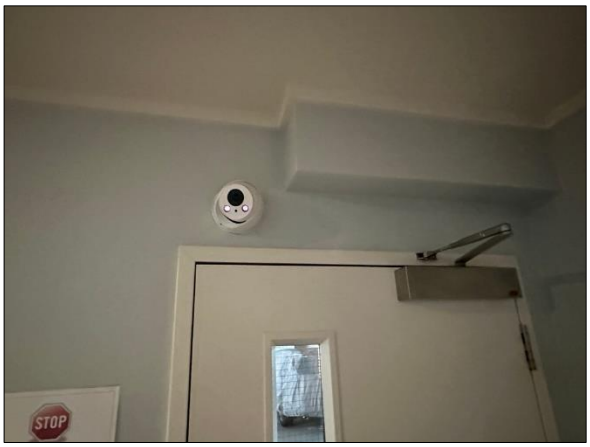
Item Group

REFUSE

The rubbish system and chutes were in good condition at the time of the inspection. The rubbish system and chutes require regular maintenance, cleaning, replacement and or repairs. This is reflected in the report.

Item Group

ELECTRICAL



The common electrical was in good condition at the time of inspection. The common electrical systems require regular maintenance, upgrades or repairs. This is reflected in the report.

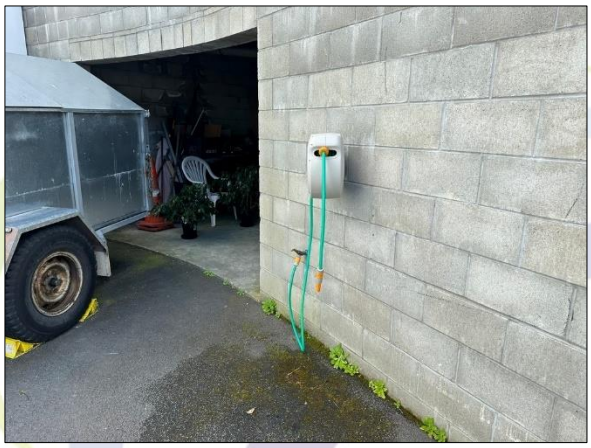
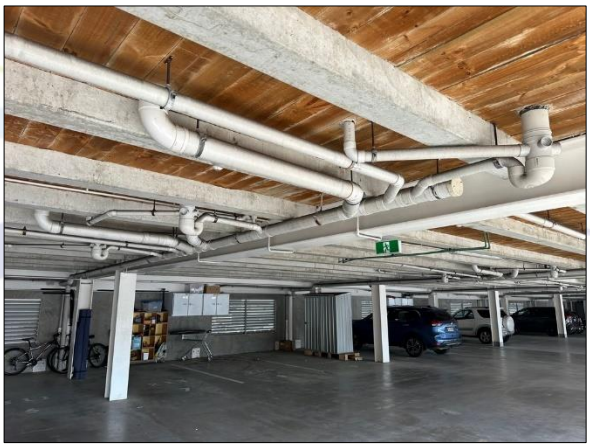
Item Group

FIRE PREVENTION

The fire panel and fire prevention systems requires regular maintenance, upgrades or repairs that is above regular contracted works. This is reflected in the report.

Item Group

WATER

The common water was in good condition at the time of inspection. The common water systems require regular maintenance and or repairs. This is reflected in the report.

Inspector’s Report for Quayside Apartments

1. INFLATION - It is necessary to offset the effects of inflation on construction materials and labour costs and to ensure that adequate funds are available to provide for major works. These major works can frequently become necessary as the property ages but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. UPDATES - We recommend that this report is updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. ADMINISTRATION EXPENSES - We assume that small repairs & improvements, regular maintenance items are financed via the administration fund and therefore are not included in this report.
4. COSTS PROVIDED - Some costings in this report were provided in the work order for projected maintenance works.
5. HARSH ENVIRONMENT - A harsh environment can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
6. SALT AIR ENVIRONMENT - Exposure to salt air can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
7. PAINT WITHIN LOT BOUNDARIES - The measurements and estimated costs for painting include all surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual to include the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
8. PAINT QUOTATIONS - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
9. PAINT SERVICE-LIFE - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
10. POWDER COAT REPAINT - Powder coated surfaces have a lengthy maintenance-free period when new. After this period, these surfaces may be repainted to maintain their appearance. It is important to note that powder coated surfaces will require special preparation for repainting.
11. POWDER COAT WARRANTY - Powder coated surfaces may be subject to a manufacturer's warranty. Therefore, the manufacturer's cleaning and maintenance recommendations should be followed.
12. ELEVATING WORKING PLATFORMS - Funds allocated for elevating working platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boom lifts, cherry pickers, etc.
13. BITUMEN SURFACES - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
14. SURFACE CLEANING - Surface cleaning may be carried out using high pressure water or a chemical wash. Care should be taken to meet relevant water restrictions.
15. LIFTS - The design of a lift requires continual maintenance.
    Maintenance is required due to the complexity of the engineering and electronic systems in the structure, external elements and the lift car. We assume the lifts are maintained via a comprehensive lift maintenance contract which, in our professional opinion, all buildings with lifts must have in place.

    After 20 to 30 years of service, lifts may reach the end of their cost effective life. From this point lifts may experience decreasing performance along with an increase in required service. We have

provisioned for lift replacement based on the age and current visual condition of the lift. In addition we take into account the following factors:

- Obsolescence (Mechanical, Electrical & Software)
Even though these elements can be supported at a stretch, it is prohibitively expensive to do so which adds cost and complexity into the maintenance regime. The additional cost in maintenance to facilitate reliability far outweighs the cost of new lift in the long term.

- Building Code changes from year to year
What may be relevant today, tends to change over time – hence the requirement to plan for upgrades every 10 years or as required.

- Unforeseen environment impacts
Flooding, Electrical surges & Misuse/Vandalism which are not covered by either the maintenance contract or building insurance.

16. WATERPROOFING - Waterproofing requires replacement over time and the costs can be significant. Water penetration can affect various parts of a building or property and if not rectified promptly can lead to more expensive repairs.
17. PAINTING CONTRACT - A painting contract has been included in this report for years 1-7. It has been assumed that this contract will be renewed at the end of its life, with a cost increase for inflation.
18. WATERPROOFING – Waterproofing membranes requires regular maintenance and replacement when signs of failure like small leaks or small cracks appear. If action is not taken immediately the costs of damage and remediation grow exponentially.
19. PROPERTY AGEING - The current levies are too low to maintain and improve the property over the next 30 years. The maintenance cost on this type of property during the early years is typically low but as the property ages, it is essential to budget for major works and upgrades.
20. MEETING - I want to thank Daimen Jones for meeting with me, giving me access to the building and informing me of past, current & proposed works.
21. HEIGHT ALLOWANCE - Funds allocated for painting & remedial works can be used for many types of access equipment including, but not limited to scaffolding, boom lifts, cherry pickers, rope access, etc. An allowance towards work at height equipment is included and cost may vary dependant upon type of equipment selected, set up and transport costs, required licences from council, and term of hire.
22. ALUMINIUM – Aluminium materials and structures may have a service life of 40 years or more with proper care and maintenance.

Report Notes
Long-Term Maintenance Plan

This forecast satisfies the current requirements of the *Unit Titles Act 2010,* the *Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022* and the *Unit Titles Regulations 2011*.

Unit Titles Act 2010 (NZ) Section 116 Long-term maintenance plan

(1) A body corporate must establish and regularly maintain a long-term maintenance plan.
(2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan.
(3) The purpose of a long-term maintenance plan is to –
(a) Identify future maintenance requirements and estimate the costs involved; and
(b) Support the establishment and management of the funds; and
(c) Provide a basis for the levying of owners of principal units; and
(d) Provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions.

Unit Titles Regulations 2011 (NZ) Section 30 Long-term maintenance plans (as amended)

(1) A long-term maintenance plan must—
(a) cover—
(i) the common property, building elements, and infrastructure of the unit title development; and
(ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and
(aa) summarise the current state of the common property; and
(b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and
(c) state the period covered by the plan; and
(d) state the estimated age and life expectancy of each item covered by the plan; and
(e) state the estimated cost of maintenance and replacement of each item covered by the plan; and
(f) state whether there is a long-term maintenance fund; and
(fa) state the sources of funding for the plan; and
(g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and
(h) state who has prepared the plan.

(1A) A body corporate must apply the amount each year to maintain the fund that it has determined under subclause (1)(g), less any amount that has been applied to maintain any item in that year.

(2) A body corporate must carry out a review of its plan once every 3 years.

(3) Subject to subclause (2), a body corporate may carry out a review of its plan as frequently as it considers necessary.

Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 Section 30A Long-term maintenance plans for large unit title developments
(1) This regulation applies to a long-term maintenance plan for a large unit title development.

(2) Regulation 30(1)(d), (e), and (g) does not apply to a large unit title development's long-term maintenance plan in respect of the period that is more than 10 years from the date of the plan for the last review of the plan (years 11 to 30).

(3) A large unit title development's long-term maintenance plan must provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on the Reserve Bank of New Zealand's historical interest rates for the previous fifteen years. The company tax rate is applied

to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon RBNZ historical data for Construction Producer Price inflation, commencing December 1997. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Leaky Buildings - The requirement for a Long-Term Maintenance Plan applies to all buildings whether they are a leaky building or not. A Long-Term Maintenance Plan assesses the typical maintenance costs and useful lives of building components based on the building being properly and professionally constructed. It is important to note that this report is not a Leaky Building Report. A full leaky building report requires destructive testing, engineering assessment, specification writing and the calling of competitive tenders to ascertain full costs. A Long-Term Maintenance Plan obviously does not involve this process. However, the report will calculate the remaining life of each building component based on its condition at the time of inspection so deterioration caused by a leaky building issue will affect this part of the building data collected.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate). This plan deals only with estimating the timing of physical obsolescence.

Improvements - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. Allowances for ongoing maintenance programs allows funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Updates - The forecast is made with the best available data at this time. The forecast must be reviewed at least once every three years according to section 30(2) of the *Unit Titles Regulations 2011*. We recommend a minimum of bi-annual updates.

Your FREE amendment (conditions) - In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report

QUAYSIDE APARTMENTS BODY CORPROATE 413545

DRAFT ANNUAL ACCOUNTS

AS AT 31 OCTOBER 2024

All amounts shown are GST Exclusive except for Accounts Payable & Accounts Receivable

Quay Property Management Limited under the terms of its engagement as Administrator to the Body Corporate is responsible for the preparation of basic financial accounts. Provision of these accounts is on the basis that Quay Property Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or that the accounts be audited, this will be at the cost of the Body Corporate.

Quay Property
Level 5 Harrington House
Cnr Harrington St and Willow St
P.O. Box 256
Tauranga 3140
07 578 9182
www.quayproperty.co.nz

QUAY PROPERTY

Statement of Financial Performance for the financial year to 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

Administrative Fund

	Current period	Annual budget	Variance
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	($)
Revenue			
Insurance Claims	3,213.87	0.00	3,213.87
Interest on Investments--Admin	1,636.16	0.00	1,636.16
Interest--Bank	9,964.19	4,000.00	5,964.19
Levies Due (Special)--Admin	210,983.04	0.00	210,983.04
Levies Due--Admin	331,935.28	331,935.28	0.00
Transfer from Capital Works Fund	12,347.17	0.00	12,347.17
Total revenue	570,079.71	335,935.28	234,144.43
Less expenses			
Admin--Accounting	2,992.50	2,500.00	492.50
Admin--Agent Disburst--Telephone/Fax calls	371.50	900.00	(528.50)
Admin--Bank Charges	56.98	100.00	(43.02)
Admin--BC Administration Fees--Standard	23,663.24	20,000.00	3,663.24
Admin--Health & Safety	440.00	4,480.00	(4,040.00)
Admin--Income Tax/WHT-Admin	3,215.99	0.00	3,215.99
Admin--Legal & Debt Collection Fees	100.00	0.00	100.00
Admin--Review of LTMP	125.00	1,800.00	(1,675.00)
Admin--Telephone Charges--Office	720.00	720.00	0.00
Insurance--Claims	2,907.60	0.00	2,907.60
Insurance--Excesses	(128.52)	1,000.00	(1,128.52)
Insurance--OBL	1,840.00	1,600.00	240.00
Insurance--Premiums	99,546.87	99,787.00	(240.13)
Insurance--Valuation	1,200.00	1,400.00	(200.00)
Maint Bldg--Asset Purchases	0.00	3,700.00	(3,700.00)
Maint Bldg--Car Park	2,061.50	1,800.00	261.50
Maint Bldg--Cleaning	30,924.81	32,000.00	(1,075.19)
Maint Bldg--Cleaning--Windows/Glass	0.00	9,000.00	(9,000.00)
Maint Bldg--Compliance	5,602.61	1,500.00	4,102.61
Maint Bldg--Doors & Windows	0.00	3,000.00	(3,000.00)
Maint Bldg--Electrical	2,332.85	2,500.00	(167.15)
Maint Bldg--Fire Protection	10,127.29	9,000.00	1,127.29
Maint Bldg--General Repairs	2,654.84	5,100.00	(2,445.16)
Maint Bldg--Gym Equipment	0.00	2,500.00	(2,500.00)
Maint Bldg--Hardware/Consumables	156.05	0.00	156.05
Maint Bldg--Lift--Maintenance Contract	11,751.92	10,700.00	1,051.92
Maint Bldg--Lift--Telephone	638.51	720.00	(81.49)
Maint Bldg--Miscellaneous	325,873.13	0.00	325,873.13

Administrative Fund

	Current period	Annual budget	Variance
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	($)
Maint Grounds--Pool Cleaning	3,273.52	5,000.00	(1,726.48)
Maint Grounds--Pool Repairs	0.00	260.00	(260.00)
Staff--Contract Building Manager	57,974.22	56,168.28	1,805.94
Utility--Electricity	11,684.76	12,500.00	(815.24)
Utility--Rubbish Removal	17,766.00	23,700.00	(5,934.00)
Utility--Water Rates	22,828.07	22,500.00	328.07
Total expenses	642,701.24	335,935.28	306,765.96
Surplus/Deficit	(72,621.53)	0.00	(72,621.53)
Opening balance	248,414.18	248,414.18	0.00
Closing balance	**$175,792.65**	**$248,414.18**	**-$72,621.53**

LTMF Fund

	Current period	Annual budget	Variance
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	($)
Revenue			
Interest--Bank	6,978.88	0.00	6,978.88
Levies Due--LTMF	49,999.96	50,000.00	(0.04)
Total revenue	56,978.84	50,000.00	6,978.84
Less expenses			
Admin--Income Tax--LTMF	2,009.87	0.00	2,009.87
Admin--Transfer to Admin Fund	12,347.17	0.00	12,347.17
Total expenses	14,357.04	0.00	14,357.04
Surplus/Deficit	42,621.80	50,000.00	(7,378.20)
Opening balance	275,077.70	275,077.70	0.00
Closing balance	**$317,699.50**	**$325,077.70**	**-$7,378.20**

Quay Property
Level 5 Harrington House
Cnr Harrington St and Willow St
P.O. Box 256
Tauranga 3140
07 578 9182
www.quayproperty.co.nz

Statement of Financial Position

As at 31/10/2024

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(72,621.53)
Owners Equity--Admin	248,414.18
	175,792.65
LTMF Fund	
Operating Surplus/Deficit--LTMF	42,621.80
Owners Equity--LTMF	275,077.70
	317,699.50
Net owners' funds	$493,492.15
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Operational	160,283.54
Investments--Admin	64,502.58
Prepaid Expenses--Admin	2,990.00
Receivable--Levies--Admin	250.12
	228,026.24
LTMF Fund	
Cash at Bank--LTMF	329,210.81
Receivable--Levies--LTMF	46.44
	329,257.25
Unallocated Money	
	0.00
Total assets	557,283.49
Less liabilities	
Administrative Fund	
Creditor--GST--Admin	(26,402.59)
Creditors--Other--Admin	6,058.22
Prepaid Levies--Admin	72,577.96
	52,233.59
LTMF Fund	
Creditor--GST--LTMF	697.45
Prepaid Levies--LTMF	10,860.30
	11,557.75
Unallocated Money	
	0.00
Total liabilities	63,791.34
Net assets	$493,492.15

Quay Property

Level 5 Harrington House
Cnr Harington St and Willow St
P.O. Box 256
Tauranga 3140

07 578 9182
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Proposed Budget
to apply from 01/11/2024

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Quayside BC 413545

Quayside Apartments, 11 George Street,
WHAKATANE 3120

General

Administrative Fund

		Proposed budget	Actual 01/11/2023-31/10/2024	Previous budget
Revenue				
142000	Insurance Claims	0.00	3,213.87	0.00
142600	Interest on Investments--Admin	0.00	232.22	0.00
142300	Interest--Bank	4,000.00	9,732.13	4,000.00
143000	Levies Due--Admin	291,035.70	287,155.28	287,155.28
149000	Transfer from Capital Works Fund	0.00	12,347.17	0.00
	Total revenue	295,035.70	312,680.67	291,155.28
Less expenses				
150200	Admin--Accounting	3,000.00	2,992.50	2,500.00
153806	Admin--Agent Disburst--Telephone/Fax calls	500.00	371.50	900.00
151400	Admin--Bank Charges	0.00	41.98	100.00
154000	Admin--BC Administration Fees--Standard	22,000.00	23,663.24	20,000.00
152300	Admin--Health & Safety	4,480.00	440.00	4,480.00
152800	Admin--Income Tax/WHT-Admin	0.00	3,151.02	0.00
153200	Admin--Legal & Debt Collection Fees	0.00	100.00	0.00
155100	Admin--Review of LTMP	2,328.70	125.00	1,800.00
157002	Admin--Telephone Charges--Office	800.00	720.00	720.00
159300	Insurance--Claims	0.00	2,907.60	0.00
159000	Insurance--Excesses	1,000.00	(128.52)	1,000.00
159105	Insurance--OBL	1,840.00	1,840.00	1,600.00
159100	Insurance--Premiums	99,787.00	99,546.87	99,787.00
159200	Insurance--Valuation	2,600.00	1,200.00	1,400.00
160700	Maint Bldg--Asset Purchases	3,700.00	0.00	3,700.00
161800	Maint Bldg--Car Park	2,000.00	2,061.50	1,800.00
163000	Maint Bldg--Cleaning	6,400.00	6,184.97	6,400.00
163005	Maint Bldg--Cleaning--Windows/Glass	9,000.00	0.00	9,000.00
164201	Maint Bldg--Compliance	1,500.00	5,602.61	1,500.00
164600	Maint Bldg--Doors & Windows	3,000.00	0.00	3,000.00
164800	Maint Bldg--Electrical	2,500.00	2,332.85	2,500.00
165800	Maint Bldg--Fire Protection	10,000.00	10,127.29	9,000.00
167200	Maint Bldg--General Repairs	5,100.00	2,654.84	5,100.00
168400	Maint Bldg--Hardware/Consumables	0.00	156.05	0.00
182600	Staff--Contract Building Manager	58,000.00	57,974.22	56,168.28
190200	Utility--Electricity	12,500.00	11,684.76	12,500.00
190800	Utility--Rubbish Removal	20,000.00	17,766.00	23,700.00
191200	Utility--Water Rates	23,000.00	22,828.07	22,500.00

Total expenses	295,035.70	276,344.35	291,155.28
Surplus/Deficit	0.00	36,336.32	0.00
Opening balance	157,004.68	120,668.36	120,668.36
Closing balance	$157,004.68	$157,004.68	$120,668.36
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$3.35		$3.30
Budgeted standard levy revenue	291,035.70		287,155.28
Add GST	43,655.36		43,073.29
Amount to raise in levies including GST	$334,691.06		$330,228.57

General

LTMF Fund

		Proposed budget	Actual 01/11/2023-31/10/2024	Previous budget
Revenue				
242300	Interest--Bank	0.00	6,978.88	0.00
243000	Levies Due--LTMF	168,600.00	49,999.96	50,000.00
	Total revenue	168,600.00	56,978.84	50,000.00
Less expenses				
252800	Admin--Income Tax--LTMF	0.00	2,009.87	0.00
257400	Admin--Transfer to Admin Fund	0.00	12,347.17	0.00
	Total expenses	0.00	14,357.04	0.00
Surplus/Deficit		168,600.00	42,621.80	50,000.00
	Opening balance	317,699.50	275,077.70	275,077.70
Closing balance		$486,299.50	$317,699.50	$325,077.70
Total units of entitlement		100000		100000
Levy contribution per unit entitlement		$1.94		$0.58
Budgeted standard levy revenue		168,600.00		50,000.00
Add GST		25,290.00		7,500.00
Amount to raise in levies including GST		$193,890.00		$57,500.00

Residential Units

Administrative Fund

		Proposed budget	Actual 01/11/2023-31/10/2024	Previous budget
Revenue				
143000	Levies Due--Admin	45,460.00	44,780.00	44,780.00
	Total revenue	45,460.00	44,780.00	44,780.00
Less expenses				
151400	Admin--Bank Charges	0.00	15.00	0.00
163000	Maint Bldg--Cleaning	25,000.00	24,739.84	25,600.00
168000	Maint Bldg--Gym Equipment	2,500.00	0.00	2,500.00
170201	Maint Bldg--Lift--Maintenance Contract	12,000.00	11,751.92	10,700.00
170205	Maint Bldg--Lift--Telephone	700.00	638.51	720.00
179202	Maint Grounds--Pool Cleaning	5,000.00	3,273.52	5,000.00
179205	Maint Grounds--Pool Repairs	260.00	0.00	260.00
	Total expenses	45,460.00	40,418.79	44,780.00
Surplus/Deficit		0.00	4,361.21	0.00
	Opening balance	4,361.21	0.00	0.00
Closing balance		$4,361.21	$4,361.21	$0.00
Total units of entitlement		100		100
Levy contribution per unit entitlement		$522.79		$514.97
Budgeted standard levy revenue		45,460.00		44,780.00
Add GST		6,819.00		6,717.00
Amount to raise in levies including GST		$52,279.00		$51,497.00

Gallagher

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Body Corporate 413545
Quayside
13/11/2024
Insurance Renewal Report

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Introduction

Gallagher Insurance is pleased to provide its Insurance Renewal Report for Body Corporate 413545 for the period 13/11/24 to 13/11/25.

We have prepared this report to outline the options and our recommendations for the 2024-2025 insurance period. It includes:

- Information about the current insurance market for your programme
- Updates on the terms we have negotiated on your behalf
- Our recommendations for renewal of and any changes to your insurance programme
- Important information about insurance and issues you need to consider when evaluating our recommendations for renewal of your insurance programme

We are recommending the quotes detailed in this report as we believe that they meet all of your requirements as we understand them to be. Please review the report to ensure that it accurately reflects the coverage, limits and conditions that you require. If it is not in accordance with your requirements please advise us immediately.

We draw your attention to the policy exclusions, warrantees and subjectivities as detailed in the attached quotation.

Important Points Relating To This Report:

- You must advise all changes or information likely to affect the insurers' acceptance of the risks insured, or result in an increased premium in recognition of them
  Examples of such disclosures could include:
  - change of occupation, structural alterations to building, unoccupancy of insured premises, change of tenants, installation of a commercial fat fryer, and the like

Yours Sincerely,

Annie Wood

Senior Broker

DDI: 03 543 8694

Mobile: 027 226 9770

Email: annie.wood@ajg.co.nz

Risk and Insurance

Commercial property owners have a broad range of insurable risks, the most obvious being property damage. While this risk and the associated cost of insurance is rightly a key focus, there are also numerous additional risks which must be considered when developing and placing insurance which has the appropriate integrity to protect the business while minimising premium cost.

The dual need for cost reduction and insurance integrity is never more important than in the current post Covid-19 financial environment and within an insurance market that is extremely difficult for properties in high hazard earthquake regions or which have construction types that are perceived as having a high fire risk.

Reducing insurance cost through adopting an uninformed approach to reducing the amount of insurance purchased could well lead to the business being more financially exposed should a major claim occur.

Achieving the dual imperatives of cost reduction and maintaining insurance integrity, commences with understanding the insurable risks confronted by commercial property owners. The following briefly summarises the major risks and their implications on insurance.

The Risks	The issues
High risk earthquake zones and insurance	Availability and affordability of insurance can both be compromised
Building Standards incl % NBS	Reliability of engineering reports and insurer focus on the New Building Standard can result in insurance difficulties
Bank Covenants requiring "full insurance'	A particular issue in high risk earthquake zones where, as noted above, availability and cost are both major concerns
High insurer imposed earthquake deductibles	These can be excessive, putting the viability of repair/rebuild at risk if a major loss occurs as the property owner must pay the deductible to commence the repair
High hazard construction	Insurance affordability can be a concern particularly for Expanded Polystyrene (EPS) and some exterior cladding types
High Risk tenancies in shared buildings	Insurance cost for all tenants increase, causing tenancy disputes
Construction involving existing and new builds	Inter-link between “operational” insurance and construction is critical to avoid claim disputes. Insurance for new builds must protect the property owner and other parties at the lowest cost
Increased attention on Health and Safety	A significantly growing risk of liability if tenants are injured in the building
Statutory awareness and compliance	Breaches of statute, no matter the business size and structure, can result in significant cost and reputational damage
Advice provided as a property manager	If the advice results in financial loss to a third party, it can result in liability for the loss plus substantial legal costs
Cyber attack	An inescapable risk for all businesses from phishing or similar attack with a growing trend towards attacks on services

Coverage Summary

We have set out a brief summary of the cover provided by the policies, Full policy wordings are available on request.

Material Damage

- Buildings automatically insured on reinstatement conditions as per the Registered Valuer's valuation plus a margins clause of 10%. This eliminates any discrepancies in the valuation or inflation during the period of insurance.
- Replacement by natural disaster, earthquake, volcanic eruption and tsunami is included
- Hidden Gradual Damage this policy covers Loss or Damage during the Period of Insurance to Insured Property due to gradual damage, mildew, mould or rot caused by water that leaks, overflows or is discharged from any internal piping or water system installed at the premises. The Insurer's liability for such damage will not exceed the special limit shown in the Policy Schedule Policy exclusion 9(a) does not apply to this clause.
- Landslip and Subsidence sub-limited to $250,000 per event
- Landlord's Contents extension If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit. Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred. The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Public Liability

- To Cover general liability for damaged or injury happening in connection with the Body Corporate activities. Cover includes associated defence costs.

Statutory Liability

- To cover fines or penalties imposed for unintentional breaches of certain statutes. Cover includes as associated defence costs.

Office Bearers Liability

- To protect against claims brought against committee members. Cover includes associated defence costs.

Premium Summary

Policies	Vero/NZI Expiry	Vero/NZI Renewal
Material Damage Sum Insured -Replacement Value	$ 65,725,000	$ 66,210,000
Public Liability -Limit of Indemnity	$ 5,000,000	$ 5,000,000
Statutory Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000
Office Bearers Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000

Excesses	Vero/NZI Expiry	Vero/NZI Renewal
Residential Units – Owner Occupied	$ 400.00	$ 400.00
Residential Units – Tenanted	$ 650.00	$ 650.00
Residential Units - Unoccupied Units	$ 1,000.00	$ 1,000.00
Burglary	$ 1,000.00	$ 1,000.00
Theft	$ 2,500.00	$ 2,500.00
Money	$ 500.00	$ 500.00
Common Areas	$ 500.00	$ 500.00
Natural Disaster	5.0% of the site sum insured with a minimum of $5,000	5.0% of the site sum insured with a minimum of $5,000
Public Liability	$ 500.00	$ 500.00
Statutory Liability	$ 500.00	$ 500.00
Office Bearers Liability	$ 1,000.00	$ 1,000.00

Premiums	Vero/NZI Expiry	Vero/NZI Renewal
Company Premium	$ 40,860.73	$ 41,296.12
Natural Disaster	$ 44,682.94	$ 45,303.25
EQC	$ 12,960.00	$ 12,960.00
Fire Service Levy	$ 2,883.20	$ 2,885.90
GST	$ 15,208.03	$ 15,366.79
Total	$ 116,594.90	$ 117,812.06

Body Corporate Endorsement

This endorsement applies to and contains extensions, conditions and definitions in addition to those appearing in the Crombie Lockwood Vero agreed Material Damage policy wording applicable to insured property containing at least one residential unit.

Endorsements Office Bearers Liability:

The following endorsements to apply:

1) Definition Of You Extension: The Definition of You is extended to include the Body Corporate Chairperson.

2) Failure To Maintain Insurance: You are not insured for liability in connection with a failure to obtain or maintain adequate insurance.

Further Extensions: Advancement of Defence Costs - Amount payable for Defence Costs Emergency Defence Costs - 10% of the amount payable for Defence Costs Investigations and Inquiries - Amount payable for Defence Costs

ADDITIONAL EXTENSIONS

Common Property extension

This extension covers Loss or Damage to carpets, drapes and light fittings that are in common areas of the insured Building(s).

The Insurer's maximum liability under this extension is $100,000 in total for any one event.

The indemnity provided by this extension will not increase the Insurer's liability under the policy beyond the sum(s) insured shown in the Policy Schedule.

Computer Breakdown extension

This extension covers the breakdown of any computer at the Location.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any Period of Insurance.

This extension applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Exclusion 10 of the Crombie Lockwood Vero agreed Material Damage policy wording does not apply to this clause.

Cost of Re-Letting extension

Following Loss or Damage to a Unit that is tenanted that renders the Unit uninhabitable the Insurer will reimburse the Unit owner for reasonable letting costs, provided that the tenant of the Unit at the time of the Loss or Damage

advises that they will not be reoccupying the leased Unit upon reinstatement of the Loss or Damage.

The Insurer's maximum liability in reimbursing these reasonable letting costs is $1,000 per Unit and $5,000 in total for any one event.

Landlord's Contents extension

If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Short Term Rentals

If any Unit is rented on a short term basis, in the letting pool, including managed letting pools and air BNB's then any dishwashers, stoves, refrigerators, washing machines, dyers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Landscaping extension

This extension covers Loss or Damage to gardens (including hedges, trees, shrubs, and plants) garden edging, lawns and permanently installed ornamental fish ponds and water features that are not connected to the Building's water supply.

The Insurer's liability under this extension is limited to $10,000 for any one event.

Loss of Rent extension

Where there is Loss or Damage to a tenanted Unit that renders it uninhabitable the Insurer will pay or reimburse the Unit owner for the lost rent, provided that:

1. the Unit was occupied by a tenant at the time of the Loss or Damage; or

2. at the time of the Loss or Damage, there was a signed tenancy agreement for a new tenant to let the Unit for an ongoing period intended to be no less than 90 days.

The Insurer will indemnify the Unit owner under this extension for:

(a) an amount equal to the average weekly rental received for renting out the Unit during the weeks it was rented in the 12 months prior to the Loss or Damage, or

where a tenancy agreement was signed prior to the Loss or Damage, the amount of the weekly rental in the agreement; and

(b) any other costs incurred with the Insurer's written consent.

The Insurer will not reimburse the lost rent where the Unit:

(a) is not uninhabitable;

(b) owner or the Unit tenant chooses to or are encouraged to move out of the Unit while repair or rebuilding is effected.

The Insurer's maximum liability for loss of rent under this extension is for the lesser of:

(a) the period necessary to replace or repair the Unit up to a maximum of 12 months; or

(b) $35,000 per Unit.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Alternative Accommodation automatic extension but not under both extensions for the same loss.

Machinery Breakdown

It is agreed that automatic coverage clause MD08 Electrical Damage is replaced by the following:

This policy covers machinery breakdown.

There is no cover for Loss or Damage to lighting or heating elements, fuses or protective devices, or electrical contacts where sparking or arcing occurs as part of its normal function.

The Insurer's liability under this extension is limited to $10,000 for any one event.

The special limit does not apply to Loss or Damage that would be recoverable under this insurance without the benefit of this clause.

Exclusion 10 of this policy does not apply to this clause.

Margins Clause

The amounts shown on the Policy Schedule of Insured Property are the sums insured declared for insurance purposes. Except where expressly provided for to the contrary, the Insurer's liability for Loss or Damage to any item of Insured Property will not exceed 110% of the sum insured shown on the Policy Schedule for that item up to a maximum of the total sum insured.

This Margins Clause does not apply to Loss or Damage caused by Natural Disaster.

Meeting Room Hire

This extension covers the cost to hire temporary meeting room facilities for the purposes of holding annual general meetings or committee meetings where Loss or Damage to a designated meeting room at the damaged property is unable to be occupied for its intended purpose due to the Loss or Damage.

This extension covers the costs for temporary meeting room facilities for meetings held during the period of time that is reasonably necessary for repairs to be carried out and access to be established.

The Insurer's maximum liability under this extension is $5,000 for any one Period of Insurance.

Reinstatement of Records extension

This extension covers the clerical, legal, and other charges reasonably incurred in consequence of the Loss or Damage, in the replacement or restoration of deeds and other documents (including stamps thereon), manuscripts, plans, specifications and writings of every description and books

(written and printed), books of accounts, card indexes, computer systems records, electronic records and other business records.

The Insurer's maximum liability under this extension is $20,000 for any one event.

Removal of Trees

This extension covers the professional removal of trees or parts of trees, including the costs of treating the stump to prevent regrowth, which have fallen and damaged Insured Property or landscaped gardens.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any one Period of Insurance.

Total Loss Stress Cover extension

Where Loss or Damage to a Unit is deemed a total loss by the Insurer, the Insurer will also pay the individual owner of that Unit for the stress caused by the loss.

The Insurer's maximum liability under this extension is the lesser of:

(a) $2,000 per Unit that is a total loss; or

(b) $50,000 in total for all Units that are a total loss in any one event.

For the purposes of this extension, total loss means so damaged that the Unit or Units, by reason only of that Loss or Damage, cannot be repaired.

ADDITIONAL MATERIAL DAMAGE CONDITIONS

Alternative Accommodation

It is agreed that automatic coverage clause MD02 Alternative Residential Accommodation in the Crombie Lockwood Vero agreed Material Damage policy wording is extended to cover the boarding out of domestic pets or security dogs normally kept at the Location.

The Insurer's maximum liability for this extension is $35,000 per Unit per event up to a maximum of 12 months.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Loss of Rents automatic extension but not under both extensions for the same loss.

Money

It is agreed that automatic coverage clause MD18 Money applies only to Money owned by the Insured and not to Money owned by any individual Unit owner.

Reduced Natural Disaster Excess for Certain Property

It is agreed that there is a $5,000 excess for Loss or Damage caused by Natural Disaster where the Loss or Damage is solely to the following property: fixed signs and lettering, tanks, poles, power lines and their supports, walls, gates, fences landscaping, gardens, ornamental trees and shrubs, roads, paths, yards and the like.

Spoilage

Where a claim is made under automatic coverage clause MD37 Spoilage in the Crombie Lockwood Vero agreed Material Damage policy wording it is agreed that it applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Transit

It is agreed that automatic coverage clause MD41 Transit applies only to property owned by the Insured and not to property owned by any individual Unit owner.

DEFINITIONS

For the purposes of this endorsement the following definitions apply.

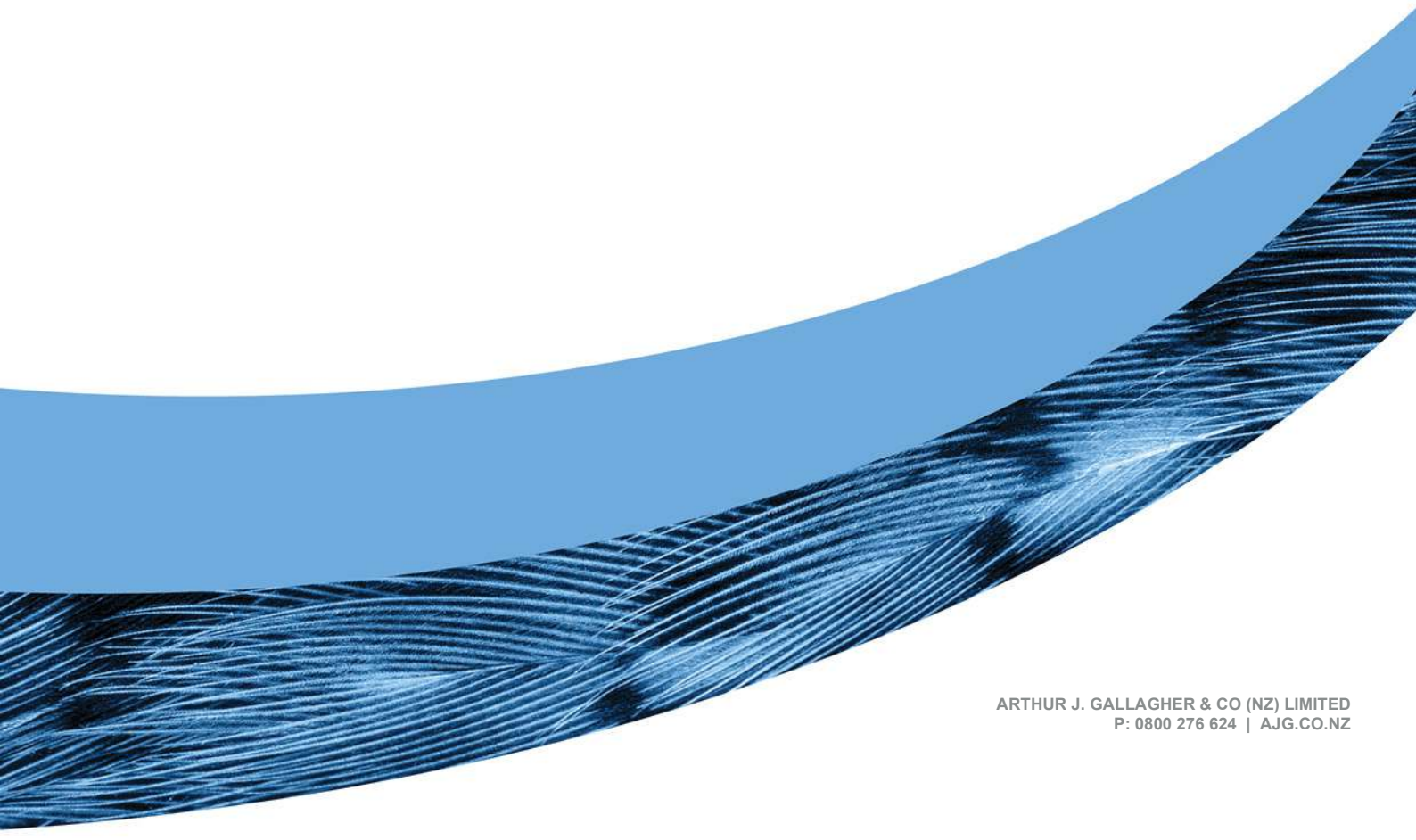
Uninhabitable

Means the Unit is no longer a safe or sanitary place to live, as determined by government or local authorities, or by the Insurer, due to Loss or Damage to the Unit, and where notice to this effect has been issued.

It does not mean a disinclination by the Insured or a tenant(s) to remain in occupancy of an otherwise safe or sanitary Unit.

Unit

Means each self contained part of the Buildings designated for separate residential occupancy.



ANNUAL GENERAL MEETING MINUTES

QUAYSIDE BODY CORPORATE 413545
Held On: Tuesday 26 March 2024
At: Quayside Apartments, Whakatane
Meeting Opened At: 3.00 pm

BODY CORPORATE CHAIRPERSON
DAIMEN JONES

MEETING CHAIRPERSON
DAVID SHEA

Daimen asked David Shea to Chair so he could contribute as the Manager/Committee.

AGENDA ITEMS

1 QUORUM

PRESENT
Daimen and Rebecca Jones, Roger & Wendy Angell, Anna Heath, David Eves, Clive Wickham, Stan Anderson, Steve Haddock, Simon Woolley, Jan Latham, Graeme Ennis, Hazel & Ollie Lawrence, Wendy Waller, David Price, Christine Wilkins, Maurie Griffin, Peter Collette (via zoom), Bernard Whelan (arrived late/left early) and David Shea (Body Corporate Administrator).

APOLOGIES
Matthew Gerbert, Guy & Kate Vautier, Matthew & Lisa Preston, Meagan Haddock, Vaughn Hobbs, Mike Price, Rosetta Griffin and Daniella & Graeme Dunning.

POSTAL VOTES
Guy & Kate Vautier and Matthew & Lisa Preston

PROXY APPOINTMENTS
Daniella & Graeme Dunning → Daimen Jones

2 PREVIOUS MINUTES

Ordinary Resolution:
That the minutes of the last annual general meeting of the Body Corporate on 23 March 2023 are confirmed as a true record of the proceedings of that meeting.
PASSED - Roger Angell / Christine Wilkins

3 MATTERS ARISING

There was a query on carpark repairs. Daimen confirmed he is obtaining a proposal for repair options and costings from SS Build. When available and after looking at other options from appropriate contractors he will report back to the Committee in the first instance.

4 ELECTION OF CHAIRPERSON

The Chair thanked Maurie for his help with Body Corporate matters and knowledge of the building and also help with maintenance. Thanks, were also give to Meagan for her work on the Committee.

The following nominations were received;

- Daimen Jones Unit 107

Ordinary Resolution:
That Daimen Jones be elected as Chairperson of the Body Corporate and Body Corporate Committee and serve as such until the earlier of the next AGM, or their resignation.
PASSED – 1 Against: Roger Angell

5 ELECTION OF COMMITTEE

The following nominations for the Body Corporate Committee were received:

- Daimen Jones Unit 107
- Simon Woolley Unit 204
- Mike Price Unit 205
- Brendon Butt Unit 208
- Graeme Ennis Unit 209
- Christine Wilkins Unit 303
- Graeme Dunning Unit 309
- Peter Collett Unit 311

That there being the same or fewer nominations than vacancies, all nominees are elected to the Committee.

6 DELEGATION OF POWERS

Special Resolution:

That the powers and duties of the Body Corporate that may be delegated are delegated to the Committee.

PASSED

The Body Corporate may also delegate the Chairpersons duties to the Committee. These are set out in Regulation 11 of the Unit Titles Regulations 2011.

Ordinary Resolution:

That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.

PASSED

7 COMMITTEE REPORTING / DUTIES

Ordinary Resolution:

The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

PASSED

8 APPOINTMENT OF BODY CORPORATE MANAGER

Ordinary Resolution:

That the Body Corporate renew the appointment of Quay Property Management Limited (QPML), as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.

PASSED

9 LONG-TERM MAINTENANCE PLAN

Note: *As of May 2024, all large bodies corporate (10 units or more) must have a compliant Long Term Maintenance Plan covering 30 years of future maintenance. Your existing plan can be amended during a review to cover this new regulation and the review period of 3 years will start from that point. The Long-Term Maintenance Plan must be reviewed at least once every 3 years (Regulation 30(2)). If the Body Corporate becomes aware of a matter that may materially impact the Long-Term Maintenance Plan, the LTMP must be reviewed as soon as reasonably practicable. Unless resolved otherwise, the Body Corporate must also consult with a building provisional, or other appropriately qualified professionals, when developing or reviewing the LTMP.*

The chair advised that Solutions in Engineering will be contracted to prepare the now mandatory 30-year plan. This will mean given the new 30-year term of the plan that extra items will be required to be included. It was confirmed the old plan will be defunct, however this will be used as the basis of the updated plan. The new plan must commence by 9 May 2024. It was confirmed that cost for the likes of pool replacement and other more significant maintenance items will need to be incorporated into the plan to be spread over the term of the plan. Contributions will be based on the cashflow requirements and timing of undertaking the items that appear in the plan.

There was a query as to whether the car park resurfacing work can be included. After discussion it was suggested and agreed this cost should go into the plan.

The Chair confirmed he will assist the author of the plan on site and identify the items to appear in the plan.

Ordinary Resolution:

That the Body Corporate Committee review and approve the Long-Term Maintenance Plan in due course.

PASSED

10 FINANCIAL STATEMENTS / YEAR END 31 OCTOBER 2023

Roger queried the cost of the Long-Term Maintenance Plan at $1,800.00.

Ordinary Resolution:
That the financial accounts for the year end 31 October 2023 be approved and adopted without the requirement of review or specific verification under section 132(2) of the Act.
PASSED

Ordinary Resolution:
That the Body Corporate retain the previous year surplus in revenue reserve.
PASSED

11 INDEPENDENT REVIEW OF FINANCIAL STATEMENTS

It was noted there has not been an audit to date, however this is discussed, and a decision made around the need to audit at each and every AGM. In an email received prior to the meeting an owner (Kate Vautier) had asked for confirmation of when the last time was the Body Corporate had its accounts audited? It was confirmed they have not been audited to date. The Unit Titles Act requires accounts to be audited unless the Body Corporate agrees by special resolution not t6o have them audited as per the following resolution.

Special Resolution:
That by special resolution the Body Corporate agrees not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.
PASSED

12 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

13 ANNUAL BUDGET / LEVY COLLECTION

It was proposed to increase the budget for the Year Ending 31 October 2023 in order to cover the increase in insurance premium and other across the board price increases. You will note the amount budgeted for the Long-Term Maintenance Fund has increased to $50,000.00 up from $20,750.00 in the previous year. This is considered prudent given the requirement of a 30-year Long Term Maintenance Plan that is currently being finalized and as discussed earlier at this meeting. When the Plan is complete, more accurate annual contributions to the Long-Term Maintenance Fund will be known, however in the absence of any actual figure $50,000.00 this year is considered an appropriate amount.

Kate Vautier had also suggested some minor amendments to the budget which were discussed. It was suggested however given the proposed budget has increased significantly that there is no need to further increase and agreed on balance to leave at the same figure.

There was a query on the insurance policy extension loss of rents cover not including cover for the retail /commercial Units. Wendy Angel had made enquiries about this to the Broker. It was confirmed this extension is included at no cost to the Body Corporate for the benefit of residential units only who rent their units (not by way of the letting pool).

Ordinary Resolution:
That the Body Corporate approve and adopt the annual budget **attached** to the Agenda as discussed and amended during the AGM, set at $381,935.00 plus GST, for the year ending 31 October 2024.
PASSED

Ordinary Resolution:
That the Body Corporate raise levies in accordance with the approved budget, on a utility interest basis, with levy payments due on 1 November 2023 and 1 May 2024.
PASSED

Ordinary Resolution:
That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owner, will need to be paid by the Body Corporate in the interim. The Body Corporate may charge interest on overdue levies.
PASSED

Ordinary Resolution:
That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.
PASSED

Ordinary Resolution:
That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the unit owners for approval for unexpected expenses outside of the budget.
PASSED

GST
Note: Your Body Corporate is registered for GST.

14 BODY CORPORATE RULES

No changes to the operational rules have been proposed.

15 INSURANCE VALUATION

Ordinary Resolution:
That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.
PASSED

16 INSURANCE

Ordinary Resolutions:

- That the Body Corporate remains with the existing broker.
- That insurance is renewed according to the most cost-effective cover.
- That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of $1,000,000.00.
- That the unit owner is to pay any excess in the event of a claim, except where the claim relates to common property, in which case the Body Corporate is to pay the excess.

PASSED

Material Facts - Disclosure:
Note: *You must disclose all information that is relevant to the Insurer's decision to insure. This includes but is not limited to such things as:*

- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

If you are unsure whether a circumstance needs to be disclosed, please contact your broker for advice. If in doubt - disclose.

17 GENERAL MAINTENANCE

The Committee will arrange for general maintenance as required.

18 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

1. Identify hazards
2. Eliminate or minimise any hazards and where appropriate put controls in place; and
3. Regularly check the control measures are in place
4. Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

It was confirmed that the Committee is looking into a Health and Safety Plan.

19 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was discussed:

(a) Update on Exterior
The Manager confirmed that at the end of this week, one elevation (north side) will be complete and that SS build plan to be on site until the work is complete. Now they have worked on other areas of the building and have a better understanding of the time needed to carry out the remaining work which is to be completed as soon as possible. The cost is on a charge up basis as per original estimates. The Manager is monitoring the work and the contractors.

It was suggested that overall this has not been a good job to date with wrong products specified and used initially. The Manager confirmed that the cost of the original product has been credited back together with the time spent on application. This was no fault of SS Build who used the product specified by the manufacturer and is considered proactive and transparent in terms of identifying the product not being suitable and dealing with the manufacturer.

It was confirmed SS Build have only paid for what work they have done excluding the initial work (as per above).

There was a query on the timing of the next instalment of the extraordinary levy given the delay? It is understood that the work will be completed within weeks of the due date of the levy and accordingly the date remains as per the initial timeframe.

(b) EV Chargers

There was a query as to there having been any requests to instal fast chargers in the building? It was confirmed there is one in use and the Managers are checking on any insurance conditions around this. There are fast chargers located just across the road which is an advantage for EV Owners.

Peter queried if charging scooters and the like there is more risk for the building and that any insurability risk needs to be understood and insurance cover not compromised. It is understood there is no advisory yet from insurers around EV Charging who may be more concerned around tools / bikes etc being charged within apartments. Quay Property Management Limited is to get confirmation form the insurer around EV or general chargers in writing.

There is also a the issue of the cost for power usage for charging EV's and other charging. This is problematic given there are very few power outlets. It was suggested that if there is sufficient requirement for EV charging going forward there will need to be a wider investigation as to there being sufficient power available in the building and how usage can be charged to Owners.

(c) Maurie raised his concerns with initial estimates being increased by SS Build however he hoped that the estimate is a robust figure but realistically this is unknown. The Manager confirmed that given the entire job is on charge up this depends entirely on how efficiently and quickly the work can be done.

Maurie is also concerned with the method of removal of the old sealant material - Daimen confirmed however the methodology is different from where they started the job and he thinks the current methodology is satisfactory.

It was confirmed there will be a fifteen-year warranty on the product.

CLOSURE

The meeting closed at 4.27 pm.

ANNUAL GENERAL MEETING AGENDA

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

To: Principal Unit Owners: 413545
Of: Quayside Body Corporate 413545
Date: Tuesday 26 March 2024
Time: 3.00 pm
Venue: Quayside Apartments, Whakatane

BODY CORPORATE CHAIRPERSON: DAIMEN JONES

MEETING CHAIRPERSON: DAVID SHEA

PLEASE SIGN THE ATTENDANCE REGISTER ON THE DAY TO RECORD YOUR ATTENDANCE

AGENDA ITEMS

1 QUORUM/ATTENDEES

The chair of the meeting will ask for a record of any apologies, proxies and postal votes received, as well as receive the attendance register and confirm that the meeting has a quorum.

2 PREVIOUS MINUTES

Ordinary Resolution:
That the minutes of the last annual general meeting of the Body Corporate on 23 March 2023 are confirmed as a true record of the proceedings of that meeting.

3 MATTERS ARISING

4 ELECTION OF CHAIRPERSON

Note: *A Body Corporate must elect a Chairperson by ordinary resolution at every annual general meeting. The Chairperson has the duties in Regulation 11, subject to and delegation to the Body Corporate Committee. Unless the Body Corporate decides by ordinary resolution that the Body Corporate Committee shall elect the Chairperson, the Chairperson shall be elected by the Body Corporate and will also be the Chairperson of the Body Corporate Committee.*

The following nomination/s were received:

- Daimen Jones Unit 107

Ordinary Resolution:
That Daimen Jones be elected as Chairperson of the Body Corporate and Body Corporate Committee and serve as such until the earlier of the next AGM, or their resignation.

5 ELECTION OF COMMITTEE

Note: *A Body Corporate with 10 or more principal units must form a Body Corporate Committee.*

The following nominations for the Body Corporate Committee were received:

- Daimen Jones Unit 107
- Simon Woolley Unit 204
- Mike Price Unit 205
- Brendon Butt Unit 208
- Graeme Ennis Unit 209
- Christine Wilkins Unit 303
- Graeme Dunning Unit 309
- Peter Collett Unit 311

There being the same or fewer nominations than vacancies, all nominees are elected to the Committee.

6 DELEGATION OF POWERS

Under Section 108 of the Act the Body Corporate may, by SPECIAL RESOLUTION, delegate any of its powers and duties to the Committee apart from its powers and duties in respect of delegation, reassessing ownership and utility interests, enforcing compliance with the operational rules and applying insurance monies towards the reinstatement of the development.

Special Resolution:
That the powers and duties of the Body Corporate that may be delegated are delegated to the Committee.

The Body Corporate may also delegate the Chairpersons duties to the Committee. These duties are set out in Regulation 11 of the Unit Titles Regulations 2011.

Special Resolution:
That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 are delegated to the Committee.

7 COMMITTEE REPORTING

The Body Corporate must after each new Committee is elected, confirm delegation of the Powers and Duties of the Body Corporate.

Ordinary Resolution:
The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

8 APPOINTMENT OF BODY CORPORATE MANAGER

Note: The Chairperson and Committee have various duties under the Unit Titles Act 2010 and associated regulations and operational rules. The appointment of a Body Corporate Manager is desirable in order to assist the Body Corporate, its Chairperson and Committee to comply with their responsibilities and ensure the proper management, administration and record keeping of the Body Corporate.

Ordinary Resolution:
That the Body Corporate renew the appointment of Quay Property Management Limited (QPML), as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate.

9 LONG-TERM MAINTENANCE PLAN

Note: *As of May 2024, all large bodies corporate (10 units or more) must have a compliant Long Term Maintenance Plan covering 30 years of future maintenance. Your existing plan can be amended during a review to cover this new regulation and the review period of 3 years will start from that point.*

The Long-Term Maintenance Plan must be reviewed at least once every 3 years (Regulation 30(2)). If the Body Corporate becomes aware of a matter that may materially impact the Long-Term Maintenance Plan, the LTMP must be reviewed as soon as reasonably practicable.

Unless resolved otherwise, the Body Corporate must also consult with an appropriately qualified professional, when developing or reviewing the LTMP.

The Body Corporate's Long-Term Maintenance Plan was reviewed in March 2019. Given the amendments to the Unit Titles Act, a new 30-year plan is now being prepared prior to May 2024 by Solution in Engineering.

Ordinary Resolution:
That the Body Corporate Committee review and approve the Long-Term Maintenance Plan in due course.

10 FINANCIAL STATEMENTS / YEAR END 31 OCTOBER 2023

Attached is a copy of Quay Property Management Limited's in-house financial accounts which have been forwarded to KPMG for finalization, however unfortunately these are not available for inclusion in this Agenda pack. Accordingly, all we can do is consider the draft accounts from Quay Property Management Limited and forward ahead of the date of the AGM, a copy of the final accounts from KPMG as soon as they are received. If there are any significant changes to the accounts, these can be discussed, and resolution amended as necessary at this meeting.

It is noted a there is a net surplus of $24,297.00 which is proposed to be retained in revenue reserve.

Ordinary Resolution:
That the financial accounts for the year end 31 October 2023 be approved and adopted without the requirement of review or specific verification under section 132(2) of the Act.

Ordinary Resolution:
That the Body Corporate retain the previous year surplus in revenue reserve.

11 INDEPENDENT AUDIT OF FINANCIAL STATEMENTS

Unless this Body Corporate decides not to, all Bodies Corporate must have their financial accounts audited, unless they decide by special resolution not to.

Special Resolution:
That by special resolution the Body Corporate agree not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the year end 31 October 2023 financial statements.

Please Note: If you would like for accounts to be audited, you must vote against the resolution. The cost of audit is estimated to be $8,500.00 plus GST.

12 LONG-TERM MAINTENANCE FUND

This Body Corporate operates a Long-Term Maintenance Fund and pays for annual maintenance (for items appearing the Long-Term Maintenance Plan) and provides for longer term maintenance for items identified on the Long-Term Maintenance Plan.

13 ANNUAL BUDGET/LEVY COLLECTION

It is proposed to increase the budget for the Year Ending 31 October 2023 in order to cover the increase in insurance premium and other across the board price increases. You will note the amount budgeted for the Long-Term Maintenance Fund has increased to $50,000.00 from $20,750.00 in the previous year. This is considered prudent given the requirement of a 30-year Long Term Maintenance Plan that is currently being finalized.

It is suggested there will be significant extra items included in the new plan which will mean a higher annual spend and accordingly a higher annual contribution to the Long-Term Maintenance Fund.

When the Plan is complete, more accurate annual contributions to the Long-Term Maintenance Fund will be available, however $50,000.00 this year is considered an appropriate amount.

Ordinary Resolution:
That the Body Corporate approve and adopt the attached annual budget as discussed and amended during the AGM, set at $381,935 plus GST, for the year ending 31 October 2024

Ordinary Resolution:
That the Body Corporate raise levies in accordance with the approved budget, on a utility interest basis, with levy payments due on 1 November 2023 and 1 May 2024.

Ordinary Resolution:
That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owner, will need to be paid by the Body Corporate in the interim. The Body Corporate may charge interest on overdue levies

Ordinary Resolution:
That the Chairperson/Committee are authorised under Regulation 17 of the Unit Title Regulations 2011 to enter into all necessary obligations to give effect to all expenditure included in the adopted budget.

Ordinary Resolution:
That the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due, but refer to the unit owners for approval for unexpected expenses outside of the budget.

GST
Note: Your Body Corporate is registered for GST.

14 BODY CORPORATE RULES

No changes to the operational rules have been proposed.

15 VALUATION FOR INSURANCE PURPOSES

Note: *An insurance valuation was obtained and insurance renewed as per the amount set out in the valuation. A copy of the valuation for insurance purposes is available on written request.*

Ordinary Resolution:
That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.

16 INSURANCE

Note: *A copy of the insurance policy summary is attached.*

Ordinary Resolutions:
- That the Body Corporate remains with the existing broker.
- That insurance is renewed according to the most cost effective cover.
- That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of $1,000,000.
- That the unit owner is to pay any excess in the event of a claim, except where the claim relates to common property, in which case the Body Corporate is to pay the excess.

Material Facts - Disclosure:
Note: *You must disclose all information that may be relevant to the Insurer's decision to insure. This includes but is not limited to such things as:*
- *If improvements are done during the year you should notify the nature of these improvements to the insurer, along with the additional value they represent*

17 GENERAL MAINTENANCE

The Committee will arrange for general maintenance as required

18 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

1. Identify hazards
2. Eliminate or minimise any hazards and where appropriate put controls in place; and
3. Regularly check the control measures are in place
4. Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

QPML strongly advises the Body Corporate Committee reviews its obligations under the Health and Safety at Work Act 2015.

19 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

No general business was put forward for the agenda.

SIGNED FOR AND ON BEHALF OF BODY CORPORATE 413545 COMMITTEE:

Director/Body Corporate Manager

12 March 2024

Date

Please Note: If you require any information or background relating to this agenda or any other Body Corporate matter, you may Google Unit Titles Act 2010 or Unit Titles Regulations 2011.

AGENDA NOTES

Please contact Quay Property Management Limited on +6475789182 or office@quayproperty.co.nz if you have any questions about this notice.

Attending the Meeting or Voting by Proxy
You should bring this notice with you to the meeting. If you cannot attend the meeting and you wish to cast a vote, please complete the enclosed postal or proxy form and return it to our office.

A proxy given to a caretaker, on-site residential manager or Body Corporate Manager is invalid if it would obtain or assist in obtaining a pecuniary interest for, or confer or assist in conferring any other material benefit on, the proxy.

Voting at the Meeting
You can exercise your voting rights at the meeting in person or by proxy. If you are a corporation your voting rights can only be exercised by your company/trust nominee in person or by the company's proxy.

You, your company nominee or any person having authority to vote in respect of you cannot vote on a motion for an ordinary or special resolution unless the following amounts have been paid before the meeting:

- all contribution levied by the Body Corporate that are payable at the date of this notice; and
- any other money that is recoverable by the Body Corporate from you at the date of this notice

If you are an owner, your vote does not count if a vote is cast on the same motion by:

- the mortgagee shown on the strata roll for your lot;
- the covenant charge shown on the strata roll for your lot; or
- in the case of multiple mortgagees or covenant chargees - the priority mortgagee or chargee shown on the strata roll for your lot

and if you have received at least two days' notice from the mortgagees or covenant chargees of their intention to exercise their priority vote.

Resolutions
For voting purposes:

- an ordinary resolution is passed if the majority of votes are cast in favour of it;
- a special resolution is passed if not more than 25% of the votes cast (based on unit entitlement of the voter) are cast against it
- a unanimous resolution is passed if no vote is cast against it

Quorum
For a valid meeting 25% of owners who are financial must be present either in person or by proxy. Note that the minimum number for a valid meeting is two persons who are financial.

Election of Owners Committee
The Owners Committee is chosen by:

- calling for nomination
- determining the number of members of the owners committee; and
- conducting a ballot for the election of member if the nominations exceed the available positions

Auditor
The Body Corporate must consider if they wish to appoint an auditor or have the financial statements independently reviewed by an accountant.

Long Term Maintenance Plan
All Body Corporates must prepare a 10 year Long Term Maintenance Plan and update it every 3 years. Large Body Corporates must prepare a 30 year LTMP, though for years 11-30 lesser detail is required.

Valuation
Valuer: Allan Associates Limited
Last valuation completed: 19 September 2023 | Insurance valuation: $12,140,000.00

AGM MINUTES

QUAYSIDE BODY CORPORATE 413545
MINUTES OF ANNUAL GENERAL MEETING
Held On: Thursday 23 March 2023
At: Quayside Apartments Limited, Whakatane
Meeting Opened At: 15:00

CHAIRPERSON
David Shea

PRESENT
Wendy Angell, Gary Kidd, Clive Wickham, David Eves, Guy & Kate Vautier, Stanley Anderson, Steve Haddock, Mike Price, Jan Latham, Bronwen McPherson, Wendy Waller, Christine Wicks, Daimen Jones, Maurie & Rosetta Griffin, Patricia Owen, Peter Collett *(via speaker phone)* and David Shea (Body Corporate Administrator).

APOLOGIES
Roger Angell, Anna & Matt Heath, Bernard & Brenda Whelan, Wendy Chisholm, Rebecca Jones, Craig & Charwyn Bigham, Matthew & Lisa Preston, Meagan Haddock, Simon Woolley, Brendon & Nettie Butt, Hazel & Ollie Lawrence, Helen Bakker, Raymond Owen, Danella & Graeme Dunning.

POSTAL VOTES
Roger Angell, Craig & Charwyn Bigham, Matthew & Lisa Preston, Simon Woolley, Danella & Graeme Duning and Peter Collett.

PROXY APPOINTMENTS
Brendon and Nellie Butt → Daimen Jones

AGENDA ITEM – DISCUSSION/RESOLUTION	ACTION
1 CHAIRPERSON FOR THE MEETING ***Ordinary Resolution*** *That it is confirmed that the chairperson for the meeting shall be David Shea of Quay Property Management Limited.*	PASSED
2 *APOLOGIES AND PROXIES* ***Ordinary Resolution*** *That the apologies, proxy appointments and postal votes received be recorded and accepted.*	PASSED
3 MINUTES OF THE PREVIOUS MEETING ***Ordinary Resolution*** *That the minutes of the General Meeting held 10 February 2022 be accepted as a true and correct record of the meeting.*	PASSED
4 MATTERS ARISING	
5 DELEGATIONS Under Section 108 of the Act the Body Corporate may, by SPECIAL RESOLUTION, delegate any of its powers and duties to the Committee apart from its powers and duties in respect of delegation, reassessing ownership and utility interests, enforcing compliance with the operational rules and applying insurance monies towards the reinstatement of the development. The Body Corporate may also delegate the Chairperson's powers and duties to the Committee. For the sake of completeness, the Chairpersons duties are set out Regulation 11 of the Unit Titles Regulations 2011.	

Special Resolution
That the powers and duties of the Body Corporate that may be delegated are delegated to the Committee.

PASSED

Special Resolution
That the powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Act Regulations 2011 are delegated to the Committee.

PASSED

6 NOMINATIONS AND ELECTIONS

The Body Corporate is required nominate and elect a Chairperson. No nominations had been received and given upcoming amendments to the Unit Titles Act it was suggested and agreed this role would not be taken up.

~~BODY CORPORATE CHAIRPERSON~~
~~***Ordinary Resolution***~~
~~*That _____ of Unit _____ is elected Chairperson for the Body Corporate until the end of the next Annual General Meeting.*~~

NOT VOTED ON

BODY CORPORATE COMMITTEE
The Body Corporate has at an earlier General Meeting resolved that there be a maximum of 8 and minimum of 3 committee members. Given there had been nine nominations, it had been suggested that the Body Corporate increase the maximum number of Committee Member to nine as per the resolution below.

The following owners have been nominated and have accepted the nomination:

- Daimen Jones Unit 107
- Meagan Haddock Unit 201
- Simon Woolley Unit 204
- Mike Price Unit 205
- Brendon Butt Unit 208
- Christine Wilkins Unit 303
- Maurie Griffin Unit 308
- Graeme Dunning Unit 309
- Peter Collett Unit 311

Ordinary Resolution (1)
That the maximum number of committee members be nine (9) and a minimum be three (3) members from the date of this meeting.

Maurie Griffin /Clive Wickham PASSED

The Chairman confirmed that the owners listed above are the Committee for the Body Corporate until the next Annual General Meeting.

7 UPDATE ON EXTERIOR MAINTENANCE WORK

Daimen Jones updated the meeting.

- There has been a delayed start due to the weather.
- The best estimated start date is now mid-April.
- With regard to waterproofing of the car park and as instructed at the last EGM, Daimen had found a local Contractor, however it is now understood that Contractor has not performed well on another building site. He is now working off the back of the other building's investigation into waterproofing options. He confirmed the carpark issue is currently no worse than in the past and he just waiting for a solution.

There was a query over whether or not SS Build can undertake the waterproofing while on site doing the other maintenance? Daimen advised SS Build could do this however the direction given at the EGM was to try and use a local Company. He confirmed he talking to with SS Build as an option and they will look at the job when they come to site.

SS Build intend to invoice for the cost of products already purchased.

A further query was raised on whether or not the product is likely to have any safety issues when stored on site – ie. fire risk? Daimen to find out.

Peter queried the reason why at the last EGM, there were suggested restrictions on using local contractors – this is not considered best practice. He thought the Body Corporate should be limited as to options and the best cost should also be considered.

8 ACCOUNTS/AUDIT

There was discussion of the Body Corporate financial accounts and the Unit Titles Act 2010 requirement of verification or review. A copy of the financial accounts for Year End 31 October 2022 was attached to the agenda.

It was noted that there is a net surplus of $11,378.00 for the year end 31 October 2022. This was predominantly due to some budgets being underspent for the year including Fire Alarm Monitoring & Servicing and Common Area Repairs & Maintenance. It was noted that some budgets were not utilised at all including Common Area Cleaning - Windows and Exterior and Gym Equipment Upgrade.

Special Resolution

That the Body Corporate has had its financial accounts for Year End 31 October 2022 prepared by the KPMG Accountants and approves these accounts without the requirement that they be submitted to an accountant for specific verification, or review under section 132 (2) of the Act. PASSED

Ordinary resolution

That the Body Corporate off-set the surplus against this years budget. PASSED

The Body Corporate must also have its Financial Accounts for Year End 31 October 2022 to be audited pursuant to section 132 (2) of the Act, unless it decides by SPECIAL RESOLUTION not to.

Special Resolution

That the Body Corporate does not submit its accounts for Year End 31 October 2022 for audit. PASSED

9 BUDGET FOR YEAR END 31 OCTOBER 2023

There was discussion on the draft budget for Year End 31 October 2023 attached to the agenda.

It was suggested to increase the budget slightly for the Year Ending 31 October 2023 in order to cover the increase in insurance premium, and other items including common area cleaning and review of Long Term Maintenance Plan. You will note that the cost of material damage insurance has increased by some $7,000.00 over last years' cost due to general increase in company premiums and natural disaster rates. The higher premium reflects the significant increases in replacement and inflationary values. We also point out that for any insurance renewals from 1 October 2022 will include an increase in EQC levies. This was further explained in the insurance attachment to the Agenda.

Peter queried the timing of preparation of accounts and levying owners. He suggested that there should be financial accounts available and the AGM called late November. David Shea advised that this was not practical given accounts receivable and the time required by KPMG to complete the accounts. It was left that the Committee and Quay will consider timing of future AGMs.

A reminder was given to the meeting that that there will also be an upcoming waterproofing levy for Owners as well.

There was a query on access door from the secure car park on level 1 - this is left open but should be kept closed due to potential security issues in the past. There are ongoing

issues with children getting in the car park. Daimen advised that if this is the case the Managers should be notified and agreed the door should not be left open. It was suggested making the access similar to the ground floor with introduction of a swipe card. Daimen to check on fire egress compliance in the first instance.

There was a query on the common area power budget maybe being a bit low given recent cost increase? It was agreed to add another $1,000.00 to the budget for power.

It was suggested that residents should be told by the Managers when there are tsunami warnings. Daimen explained that this is not the job of the Managers – this is more a general evacuation civil defence matter. It was thought that the alarm should come through buildings speaker alarm system and does also come through to all mobile phones.

It was suggested that in order for the Body Corporate to start planning for Long Term Maintenance that it would be prudent not to offset last year's surplus against the current year budget and keep in retained earnings. A review of the Long Term Maintenance Plan is due after the maintenance work has been carried out on the building which will more accurately allow for annual contributions to the Long Term Maintenance Plan going forward. It should be noted that money held in retained earnings is able to be spent on any unexpected or unbudgeted items that may eventuate. Money held in the Long Term Maintenance Fund can only be spent on items that appear in the Long Term maintenance Plan. It may be that going forward some of the balance held in retained earnings could be transferred to the Long Term Maintenance Fund.

After discussion it was the view of the meeting to not offset the previous year's surplus and to add $1,000 to the budget for power.

Ordinary Resolution
That the Body Corporate gives approval to the committee to enter into any necessary obligations in accordance with Regulation 17 of the Unit Titles Regulations 2011 to give effect to budgets expenditure. PASSED

Ordinary Resolution – Amended Not Material
That the budget for the twelve month period to 31 October 2023 be approved in the amount of $325,367.00 plus GST due in two instalments on 1 November 2022 and 1 May 2023. PASSED

10 INSURANCE

The Body Corporate must confirm insurance cover already placed for the current year. Full replacement insurance is in place including natural disaster as per the renewal certificate.

Peter raised a query on the inclusion of Landlord Contents Extension for letting owners. He felt this would incur additional costs and there would be no benefit to non-renting owners. He would like to see equitable cover for all owners. David Shea advised that the Broker had arranged a free extension of this cover at no extra cost. Peter could not accept that this was free. David Shea will get something in writing form Crombie Lockwood to confirm the cost. Wendy Angell asked why some policy endorsements related onlyt o residential but excludes commercial units? David Shea to follow up with Crombie Lockwood.

Ordinary Resolution
That it is confirmed that the Building insurance is renewed with Vero Insurance and Office Bearer's Liability insurance (Committee) with IAG New Zealand Limited insurance. PASSED

11 GENERAL BUSINESS

There were no items of General Business.

CLOSURE
The meeting closed at 16:26.

KPMG Enterprise

Quayside Body Corporate 413545

Special purpose financial statements

for the year ended 31 October 2023

DRAFT

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DRAFT

KPMG Private Enterprise

Compilation report

Report to Quayside Body Corporate 413545

Scope
On the basis of the information you provided we have compiled, in accordance with Service Engagement Standard Number Two: Compilation of Financial Information, the special purpose financial report of Quayside Body Corporate 413545 for the year ended 31 October 2023. This has been prepared in accordance with the accounting policies as approved by the Body Corporate as detailed in the statement of accounting policies to enable the Body Corporate to meet their responsibilities and for management accounting purposes.

Responsibilities
You are solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies approved by the Body Corporate are appropriate to meet your needs and for the purpose that the special purpose financial report is prepared.

The special purpose financial report is prepared solely for your benefit. We do not accept responsibility to any other person for the contents of the special purpose financial report.

Disclaimer of liability
We have compiled the special purpose financial report of Quayside Body Corporate 413545 for the year ended 31 October 2023 in accordance with the limited procedures agreed in our letter of engagement dated 21 November 2017.

Our procedures use accounting expertise to undertake the compilation of the special purpose financial report from information you provided. The compilation is limited primarily to the collecting, classifying and summarisation of financial information supplied by the client. Our procedures do not involve the verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed. We have not attempted to verify the accuracy or completeness of the information and therefore neither we nor any of our employees accept any responsibility for the accuracy of the information from which the special purpose financial report has been prepared.

This special purpose financial report has been prepared at the request of and for the purpose of our client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person.

DRAFT

KPMG
Dated:

Company directory

as at 31 October 2023

IRD number	103-627-656
Accountants	KPMG
Bankers	Westpac Bank Tauranga Centre Branch 27 Spring Street Tauranga

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Statement of financial performance

for the year ended 31 October 2023

	2022 Actual $	2023 Actual $	2023 Budget $	2024 Budget $
Revenue				
Levies	270,124	325,522	325,367	381,935
Transfer from retained earnings	25,973	-	-	-
Gross surplus	**296,097**	**325,522**	**325,367**	**381,935**
Expenses				
Accounting	1,830	2,522	2,100	2,500
Administration (incl bank fees)	562	857	1,000	1,000
Asset purchase	1,750	-	-	3,700
Body corporate administration	18,873	20,787	19,450	20,000
Building Act compliance	1,005	1,433	1,200	1,500
Common area cleaning - general	27,435	28,400	30,500	32,000
Common area cleaning - rubbish removal	20,770	16,385	23,700	23,700
Common area cleaning - carpark	1,596	1,784	1,710	1,800
Common area cleaning - windows and exterior	-	8,730	5,000	9,000
Common area power	10,720	12,618	12,100	12,500
Foyer entrance upgrade - Other	-	202	-	-
Fire alarm monitoring and servicing	6,732	9,074	8,000	9,000
Fire service false alarm charge	-	(295)	-	-
Health and safety plan	480	480	480	480
General expense	-	-	100	100
Gym equipment upgrade	-	-	2,500	2,500
Insurance - office bearers liability	1,555	1,555	1,555	1,600
Insurance - excess	3,398	(667)	1,000	1,000
Insurance - replacement	78,703	86,082	86,082	99,787
Insurance - valuation	1,200	1,400	1,400	1,400
Lift - emergency telephone	693	677	720	720
Lift - maintenance	9,626	10,744	10,500	10,700
Management (on site managers)	48,667	49,402	52,000	56,168
Manager phone costs	720	600	720	720
Pool - chemicals/servicing improvements	4,448	2,001	5,000	5,000
Pool - new filter & pump	-	260	-	260
Review of LTMP	-	-	1,800	1,800
Repairs and maintenance - common area	1,765	1,442	5,000	5,000
Repairs and maintenance - electrical (incl light replace)	2,037	2,071	2,500	2,500
Repairs and maintenance - CO2 monitoring of equipment	-	-	4,000	4,000
Repairs and maintenance - Auto door monitoring	-	-	3,000	3,000
Security Panel upgrade	-	274	-	-
Water rates	20,288	22,612	21,500	22,500
Total expenses	264,853	281,430	304,617	335,935
Provision for LTMF	20,750	20,750	20,750	50,000
Net business surplus	**10,494**	**23,342**	**-**	**(4,000)**
Less				

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These statements are to be read in conjunction with the notes to the financial statements and subject to the compilation report on page 2 of this report

Statement of financial performance

for the year ended 31 October 2023

Other income				
Bank Interest received	884	5,524	-	4,000
Net surplus	**11,378**	**28,866**	**-**	**-**

DRAFT

Statement of movements in equity

for the year ended 31 October 2023

	Note	2022 $	2023 $
Net surplus		11,378	28,866
Change in income statement transfer		(25,973)	-
Change in long term maintenance fund reserve		20,750	20,750
Movements in equity for the year		6,155	49,616
Equity at beginning of year		341,717	347,872
Equity at end of year		**347,872**	**397,488**

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Balance sheet

as at 31 October 2023

	Note	2022 $	2023 $
Equity	1	**347,872**	**397,488**
Current assets			
Westpac Bank cheque account		158,569	239,864
Westpac Bank online saver account - 025		54,309	156,486
Westpac Bank online saver account - 001		248,303	252,184
Accounts receivable		-	5,049
Prepayments		3,518	2,683
SS Build Costs		-	59,254
Total assets		**464,699**	**715,520**
Current liabilities			
Accounts payable		12,710	36,438
Levies received in advance		91,277	88,606
Sundry accruals		5,175	-
Extraordinary Levy		-	187,000
GST payable		7,665	5,988
Total liabilities		**116,827**	**318,032**
Net assets		**347,872**	**397,488**

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Statement of accounting policies

for the year ended 31 October 2023

Basis of preparation

The accounts have been prepared on the basis of historical cost.

The financial statements have been prepared in accordance with the accounting policies stated below as agreed by management.

Accounts receivable

Accounts receivable are stated at estimated realisable value after providing against debts where collection is doubtful. Bad debts are written off during the period in which they are identified.

Goods and services tax

All amounts are shown exclusive of Goods & Services Tax (GST), except for Accounts receivable and Accounts payable which are shown inclusive of GST.

Long term maintenance fund reserve

The long term maintenance fund is a fund raised to allow for future high cost maintenance items such as repainting of the building. This reserve fund spreads such costs over a longer period and ensures a more equitable contribution by apartment owners.

Changes in accounting policies

The accounting policies adopted are consistent with those of the previous year.

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Notes to the financial statements

	1 Equity	2022 $	2023 $
	Long term maintenance fund reserve	248,160	273,467
	Retained earnings	99,711	124,021
	Equity	**347,872**	**397,488**
	Movements in retained earnings		
	Balance at beginning of year	114,307	99,711
	Income statement transfer	(25,973)	-
	Current year LTMF net interest adjustment	-	(3,882)
	Prior year LTMF interest adjustment	-	(675)
	Net surplus	11,378	28,866
	Balance at end of year	**99,711**	**124,021**
	Movements in long term maintenance fund reserve		
	Opening balance	227,410	248,160
	Current year net interest	-	3,882
	Prior year net interest	-	675
2	Transfer from profit and loss	20,750	20,750
	Closing balance	**248,160**	**273,467**

Contingent liabilities

3 There are no contingent liabilities at balance date.

Capital commitments

The body corporate has no significant capital commitments at balance date.

DRAFT

Gallagher

QUAY PROPERTY
BODY CORPORATE & BUILDING MANAGEMENT

Body Corporate 413545
Quayside
13/11/2023
Insurance Renewal Report

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Introduction

Crombie Lockwood is pleased to provide its Insurance Renewal Report for Body Corporate 413545 for the period 13/11/23 to 13/11/24.

We have prepared this report to outline the options and our recommendations for the 2023-2024 insurance period. It includes:

- Information about the current insurance market for your programme
- Updates on the terms we have negotiated on your behalf
- Our recommendations for renewal of and any changes to your insurance programme
- Important information about insurance and issues you need to consider when evaluating our recommendations for renewal of your insurance programme

We are recommending the quotes detailed in this report as we believe that they meet all of your requirements as we understand them to be. Please review the report to ensure that it accurately reflects the coverage, limits and conditions that you require. If it is not in accordance with your requirements please advise us immediately.

We draw your attention to the policy exclusions, warrantees and subjectivities as detailed in the attached quotation.

Important Points Relating To This Report:

- You must advise all changes or information likely to affect the insurers' acceptance of the risks insured, or result in an increased premium in recognition of them
  Examples of such disclosures could include:
  - change of occupation, structural alterations to building, unoccupancy of insured premises, change of tenants, installation of a commercial fat fryer, and the like

Yours Sincerely,

Annie Wood

Senior Broker

DDI: 07 579 7604

Mobile: 027 226 9770

Email: annie.wood@ajg.co.nz

Risk and Insurance

Commercial property owners have a broad range of insurable risks, the most obvious being property damage. While this risk and the associated cost of insurance is rightly a key focus, there are also numerous additional risks which must be considered when developing and placing insurance which has the appropriate integrity to protect the business while minimising premium cost.

The dual need for cost reduction and insurance integrity is never more important than in the current post Covid-19 financial environment and within an insurance market that is extremely difficult for properties in high hazard earthquake regions or which have construction types that are perceived as having a high fire risk.

Reducing insurance cost through adopting an uninformed approach to reducing the amount of insurance purchased could well lead to the business being more financially exposed should a major claim occur.

Achieving the dual imperatives of cost reduction and maintaining insurance integrity, commences with understanding the insurable risks confronted by commercial property owners. The following briefly summarises the major risks and their implications on insurance.

The Risks	The issues
High risk earthquake zones and insurance	Availability and affordability of insurance can both be compromised
Building Standards incl % NBS	Reliability of engineering reports and insurer focus on the New Building Standard can result in insurance difficulties
Bank Covenants requiring "full insurance'	A particular issue in high risk earthquake zones where, as noted above, availability and cost are both major concerns
High insurer imposed earthquake deductibles	These can be excessive, putting the viability of repair/rebuild at risk if a major loss occurs as the property owner must pay the deductible to commence the repair
High hazard construction	Insurance affordability can be a concern particularly for Expanded Polystyrene (EPS) and some exterior cladding types
High Risk tenancies in shared buildings	Insurance cost for all tenants increase, causing tenancy disputes
Construction involving existing and new builds	Inter-link between “operational” insurance and construction is critical to avoid claim disputes. Insurance for new builds must protect the property owner and other parties at the lowest cost
Increased attention on Health and Safety	A significantly growing risk of liability if tenants are injured in the building
Statutory awareness and compliance	Breaches of statute, no matter the business size and structure, can result in significant cost and reputational damage
Advice provided as a property manager	If the advice results in financial loss to a third party, it can result in liability for the loss plus substantial legal costs
Cyber attack	An inescapable risk for all businesses from phishing or similar attack with a growing trend towards attacks on services.

Coverage Summary

We have set out a brief summary of the cover provided by the policies, Full policy wordings are available on request.

Material Damage

- Buildings automatically insured on reinstatement conditions as per the Registered Valuer's valuation plus a margins clause of 10%. This eliminates any discrepancies in the valuation or inflation during the period of insurance.
- Replacement by natural disaster, earthquake, volcanic eruption and tsunami is included
- Hidden Gradual Damage this policy covers Loss or Damage during the Period of Insurance to Insured Property due to gradual damage, mildew, mould or rot caused by water that leaks, overflows or is discharged from any internal piping or water system installed at the premises. The Insurer's liability for such damage will not exceed the special limit shown in the Policy Schedule Policy exclusion 9(a) does not apply to this clause.
- Landslip and Subsidence sub-limited to $250,000 per event
- Landlord's Contents extension If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit. Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred. The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Public Liability

- To Cover general liability for damaged or injury happening in connection with the Body Corporate activities. Cover includes associated defence costs.

Statutory Liability

- To cover fines or penalties imposed for unintentional breaches of certain statutes. Cover includes as associated defence costs.

Office Bearers Liability

- To protect against claims brought against committee members. Cover includes associated defence costs.

Premium Summary

Policies	Vero/NZI Expiry	Vero/NZI Renewal
Material Damage Sum Insured -Replacement Value	$ 60,525,000	$ 65,725,000
Public Liability -Limit of Indemnity	$ 5,000,000	$ 5,000,000
Statutory Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000
Office Bearers Liability -Limit of Indemnity	$ 1,000,000	$ 1,000,000

Excesses	Vero/NZI Expiry	Vero/NZI Renewal
Residential Units – Owner Occupied	$ 400.00	$ 400.00
Residential Units – Tenanted	$ 650.00	$ 650.00
Residential Units - Unoccupied Units	$ 1,000.00	$ 1,000.00
Burglary	$ 1,000.00	$ 1,000.00
Theft	$ 2,500.00	$ 2,500.00
Money	$ 500.00	$ 500.00
Common Areas	$ 500.00	$ 500.00
Natural Disaster	5.0% of the site sum insured with a minimum of $5,000	5.0% of the site sum insured with a minimum of $5,000
Public Liability	$ 500.00	$ 500.00
Statutory Liability	$ 500.00	$ 500.00
Office Bearers Liability	$ 1,000.00	$ 1,000.00

Premiums	Vero/NZI Expiry	Vero/NZI Renewal
Company Premium	$ 34,618.75	$ 40,860.73
Natural Disaster	$ 37,175.25	$ 44,682.94
EQC	$ 12,960.00	$ 12,960.00
Fire Service Levy	$ 2,883.20	$ 2,883.20
GST	$ 13,145.58	$ 15,208.03
Total	$ 100,782.78	$ 116,594.90

Body Corporate Endorsement

This endorsement applies to and contains extensions, conditions and definitions in addition to those appearing in the Crombie Lockwood Vero agreed Material Damage policy wording applicable to insured property containing at least one residential unit.

Endorsements Office Bearers Liability:

The following endorsements to apply:

1) Definition Of You Extension: The Definition of You is extended to include the Body Corporate Chairperson.

2) Failure To Maintain Insurance: You are not insured for liability in connection with a failure to obtain or maintain adequate insurance.

Further Extensions: Advancement of Defence Costs - Amount payable for Defence Costs Emergency Defence Costs - 10% of the amount payable for Defence Costs Investigations and Inquiries - Amount payable for Defence Costs

ADDITIONAL EXTENSIONS

Common Property extension

This extension covers Loss or Damage to carpets, drapes and light fittings that are in common areas of the insured Building(s).

The Insurer's maximum liability under this extension is $100,000 in total for any one event.

The indemnity provided by this extension will not increase the Insurer's liability under the policy beyond the sum(s) insured shown in the Policy Schedule.

Computer Breakdown extension

This extension covers the breakdown of any computer at the Location.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any Period of Insurance.

This extension applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Exclusion 10 of the Crombie Lockwood Vero agreed Material Damage policy wording does not apply to this clause.

Cost of Re-Letting extension

Following Loss or Damage to a Unit that is tenanted that renders the Unit uninhabitable the Insurer will reimburse the Unit owner for reasonable letting costs, provided that the tenant of the Unit at the time of the Loss or Damage

advises that they will not be reoccupying the leased Unit upon reinstatement of the Loss or Damage.

The Insurer's maximum liability in reimbursing these reasonable letting costs is $1,000 per Unit and $5,000 in total for any one event.

Landlord's Contents extension

If any Unit is rented to a tenant, then any dishwashers, stoves, refrigerators, washing machines, dryers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Short Term Rentals

If any Unit is rented on a short term basis, in the letting pool, including managed letting pools and air BNB's then any dishwashers, stoves, refrigerators, washing machines, dyers, built in microwaves, drapes, curtains, blinds, and fixed light fittings will be covered in addition to the Building sum insured for the replacement value, up to a maximum of $25,000 per Unit.

Where there is a claim for Loss or Damage to drapes, curtains, or blinds under this extension, the Insurer will only pay for those items that are in the room or rooms where the Loss or Damage occurred.

The maximum amount that the Insurer will pay is $100,000 in total in any one Period of Insurance, unless a different limit appears in the Policy Schedule.

Landscaping extension

This extension covers Loss or Damage to gardens (including hedges, trees, shrubs, and plants) garden edging, lawns and permanently installed ornamental fish ponds and water features that are not connected to the Building's water supply.

The Insurer's liability under this extension is limited to $10,000 for any one event.

Loss of Rent extension

Where there is Loss or Damage to a tenanted Unit that renders it uninhabitable the Insurer will pay or reimburse the Unit owner for the lost rent, provided that:

1. the Unit was occupied by a tenant at the time of the Loss or Damage; or

2. at the time of the Loss or Damage, there was a signed tenancy agreement for a new tenant to let the Unit for an ongoing period intended to be no less than 90 days.

The Insurer will indemnify the Unit owner under this extension for:

(a) an amount equal to the average weekly rental received for renting out the Unit during the weeks it was rented in the 12 months prior to the Loss or Damage, or

where a tenancy agreement was signed prior to the Loss or Damage, the amount of the weekly rental in the agreement; and

(b) any other costs incurred with the Insurer's written consent.

The Insurer will not reimburse the lost rent where the Unit:

(a) is not uninhabitable;

(b) owner or the Unit tenant chooses to or are encouraged to move out of the Unit while repair or rebuilding is effected.

The Insurer's maximum liability for loss of rent under this extension is for the lesser of:

(a) the period necessary to replace or repair the Unit up to a maximum of 12 months; or

(b) $35,000 per Unit.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Alternative Accommodation automatic extension but not under both extensions for the same loss.

Machinery Breakdown

It is agreed that automatic coverage clause MD08 Electrical Damage is replaced by the following:

This policy covers machinery breakdown.

There is no cover for Loss or Damage to lighting or heating elements, fuses or protective devices, or electrical contacts where sparking or arcing occurs as part of its normal function.

The Insurer's liability under this extension is limited to $10,000 for any one event.

The special limit does not apply to Loss or Damage that would be recoverable under this insurance without the benefit of this clause.

Exclusion 10 of this policy does not apply to this clause.

Margins Clause

The amounts shown on the Policy Schedule of Insured Property are the sums insured declared for insurance purposes. Except where expressly provided for to the contrary, the Insurer's liability for Loss or Damage to any item of Insured Property will not exceed 110% of the sum insured shown on the Policy Schedule for that item up to a maximum of the total sum insured.

This Margins Clause does not apply to Loss or Damage caused by Natural Disaster.

Meeting Room Hire

This extension covers the cost to hire temporary meeting room facilities for the purposes of holding annual general meetings or committee meetings where Loss or Damage to a designated meeting room at the damaged property is unable to be occupied for its intended purpose due to the Loss or Damage.

This extension covers the costs for temporary meeting room facilities for meetings held during the period of time that is reasonably necessary for repairs to be carried out and access to be established.

The Insurer's maximum liability under this extension is $5,000 for any one Period of Insurance.

Reinstatement of Records extension

This extension covers the clerical, legal, and other charges reasonably incurred in consequence of the Loss or Damage in the replacement or restoration of deeds and other documents (including stamps thereon), manuscripts, plans, specifications and writings of every description and books

(written and printed), books of accounts, card indexes, computer systems records, electronic records and other business records.

The Insurer's maximum liability under this extension is $20,000 for any one event.

Removal of Trees

This extension covers the professional removal of trees or parts of trees, including the costs of treating the stump to prevent regrowth, which have fallen and damaged Insured Property or landscaped gardens.

The Insurer's maximum liability under this extension for any one event is $5,000 and $10,000 for any one Period of Insurance.

Total Loss Stress Cover extension

Where Loss or Damage to a Unit is deemed a total loss by the Insurer, the Insurer will also pay the individual owner of that Unit for the stress caused by the loss.

The Insurer's maximum liability under this extension is the lesser of:

(a) $2,000 per Unit that is a total loss; or

(b) $50,000 in total for all Units that are a total loss in any one event.

For the purposes of this extension, total loss means so damaged that the Unit or Units, by reason only of that Loss or Damage, cannot be repaired.

ADDITIONAL MATERIAL DAMAGE CONDITIONS

Alternative Accommodation

It is agreed that automatic coverage clause MD02 Alternative Residential Accommodation in the Crombie Lockwood Vero agreed Material Damage policy wording is extended to cover the boarding out of domestic pets or security dogs normally kept at the Location.

The Insurer's maximum liability for this extension is $35,000 per Unit per event up to a maximum of 12 months.

Where a Unit is uninhabitable the Insured may only claim under this extension or the Loss of Rents automatic extension but not under both extensions for the same loss.

Money

It is agreed that automatic coverage clause MD18 Money applies only to Money owned by the Insured and not to Money owned by any individual Unit owner.

Reduced Natural Disaster Excess for Certain Property

It is agreed that there is a $5,000 excess for Loss or Damage caused by Natural Disaster where the Loss or Damage is solely to the following property: fixed signs and lettering, tanks, poles, power lines and their supports, walls, gates, fences landscaping, gardens, ornamental trees and shrubs, roads, paths, yards and the like.

Spoilage

Where a claim is made under automatic coverage clause MD37 Spoilage in the Crombie Lockwood Vero agreed Material Damage policy wording it is agreed that it applies only to property owned by the Insured and not to property owned by any individual Unit owner.

Transit

It is agreed that automatic coverage clause MD41 Transit applies only to property owned by the Insured and not to property owned by any individual Unit owner.

DEFINITIONS

For the purposes of this endorsement the following definitions apply.

Uninhabitable

Means the Unit is no longer a safe or sanitary place to live, as determined by government or local authorities, or by the Insurer, due to Loss or Damage to the Unit, and where notice to this effect has been issued.

It does not mean a disinclination by the Insured or a tenant(s) to remain in occupancy of an otherwise safe or sanitary Unit.

Unit

Means each self contained part of the Buildings designated for separate residential occupancy.